Public Works Fleet Management Division

VEHICLE and EQUIPMENT MANAGEMENT/MAINTENANCE

INTERNAL OPERATING PROCEDURES

9/2014 Fleet Management

INTRODUCTION

Because fleet operations interface with fleet customers in almost every department, strong lines of communication must be maintained between the Fleet Management Division and its customers. A comprehensive document that clearly outlines policies and procedures for Vehicle Maintenance and the fleet, as well as the responsibilities of all individuals involved, is essential to understanding what is expected of the fleet organization and its employees, as well as the customer departments and their employees. The smooth operation of the fleet requires a set of clearly stated policies and procedures, relating to how fleet users conduct business with the Fleet Management Division and how all fleet units are cared for and utilized. This enables Fleet Management customers to undertake their tasks effectively and contributes to the overall efficient delivery of services by the City of Buckeye Departments.

MISSION

To provide effective management, maintenance and repair of fleet assets, to keep costs down and to keep departmental operations at peak efficiency and readiness.

VISION

Our workforce is engaged, enrolled, energized, empowered and enthusiastic to provide the highest level of fleet services to our customers.

USING THIS MANUAL

This manual is designed to address the non-technical, procedural aspects of vehicle and equipment maintenance activities. Included are such activities as opening a work order, posting labor and parts, communicating with customers, PM scheduling, developing budgets, accounting for fuel management, and other internal operational aspects of professional fleet management. Topics not addressed in this manual are:

- The technical use of shop equipment
- The technical use of the computer system and related hardware

The items listed above will require the use of operator manuals or on-line help features.
This manual is divided into two sections. Each section has a Table of Contents. Also contained within each section are flow charts that illustrate processes, documents, or communication flows. The sections are:
Section I - Administration – This section addresses the administrative functions of supporting the customers' needs, which include departmental billing, budget development, accounting, utilization management program, replacement program, new vehicle purchases, staff training, and activities supporting maintenance operations.
Section II - Maintenance Operations – This section addresses the maintenance aspect of fleet management. It includes all work order functions, PM scheduling, capital repair processes, labor reporting, contractual repairs, purchasing, inventory management, shop cleaning, basic use of computer systems, and staff training.

Please contact your Supervisor for additional assistance.

Public Works Department

Standard Operational Procedures/Policy

Fleet Management

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Budget, Accounting and Billing

Budgeting and Accounting Policy

Goal: ***It is the policy of Fleet Management to develop and administer an effective budget that allows for safe maximum vehicle and equipment availability at the lowest cost to the City of Buckeye. To this end, the annual budget development process shall specifically address these issues as equal in priority.***

Maintenance Charges and how they Work

Fleet Management is a **Service Operation** which means that the fleet is ultimately owned by the City and delegated operations to each departments and are all maintained by Fleet. Maintenance/Repairs on vehicles and equipment on the fleet asset list are provided to the non-enterprise departments (General Funded) at no costs except for capitalization and accident/damage repairs. Enterprise departments such as Airport, Highway Users Revenue Fund (**HURF**), Sewer, Solid Waste and Water and will be responsible to provide the funding for all parts and materials. Fleet has in place an accounting structure that addresses costs by activity. For Activity Based Costing Fleet uses a 15% markup on parts and sublet labor not to exceed $1500 per transaction. It also addresses costs from the operation, maintenance, and depreciation of each fleet unit. All fuel costs are billed directly to the vehicle and forwarded to corresponding departments.
Vehicle replacement cost is projected to finance based on straight-line depreciation for budgetary purposes plus an adjustment for the actual replacement cost at the time of replacement.

City Verification and Auditing

Verification

A clear and verifiable audit trail is needed in each disbursement area – parts, labor, fuel, commercial work, major supplies and materials. The trail can be paper-based, electronic, or a combination of the two, but the person auditing the transactions should have the ability to enter the process at any point from inception of the need for the object or service to the end of its useful term of service.
Example: An auditor or interested person sees a new windshield on a Public Works dump truck. That person, through researching transactional records, should be able to determine the following:
Why a new windshield was needed;
Whether the cause was normal wear, accident damage, or abuse;
If insurance or warranty funding was involved;
Who requested the repair?
Who authorized the repair?
What vendor supplied the parts and materials, and why that vendor was selected;
Total materials cost;
Who performed the repair and the cost of the repair?
Total repair costs (parts and labor);
Posting of all costs to the work order, including the date, vendor, markups, and the purchase order number used;
The invoice number(s) for all charges, and the date(s) of payment.
The trail of events should be accessible at any point, from invoice, repair order, vendor monthly statement, visually (as in the example), or from any source related to the transaction(s).

Audits

Fleet Management may perform complete audits, random spot audits from a pre-selected sample or, in the absence of dedicated audit personnel, may delegate the task to a person not responsible for the targeted area. As a result, vehicle procurement personnel may perform repair order audits, or shop supervisors may perform invoice or parts order audits, etc.

The sample and audit parameters and procedures shall be designated by Fleet, with final findings released to the Public Works Director.
No less than one annual random spot audit shall be performed on each major area of responsibility: parts, service, fuel, outside contracts, etc. Complete audits of such areas may require outside (Department or contractual) assistance but should occur no less than once every other year.

Fully Allocated Cost of Shop Labor

The process shall identify two key factors:

1. The fully burdened labor rate at a given repair facility.

2. The indirect labor rate for an employee.

The cost items that determine the indirect and fully burdened labor rate or direct rate are very simple to identify. Direct rates are those charges that can be applied as labor charges directly to a work order. Indirect labor costs are personnel and indirect costs that cannot be charged to a vehicle or a work order.

Fully Burdened Labor Rate

To determine the fully burdened labor rate to charge on work orders, include the following costs:

- Office, supervisory staff and technician salaries and benefits.

A percentage of the technicians' time spent in non-productive work such as training, vacation, holidays, sick leave, and any other paid leave (usually about 416 hours per year), multiplied by the cost for that person.
Cost of all direct time for mechanics (usually about 1664 hours per year) multiplied by the cost for that person.

- Other expenses that will not be recaptured by any other means such as uniforms, office supplies, parts cleaning machines, shop supplies, training costs, and phone costs.

Once the totals of all costs are compiled, the amount of gross direct labor must be calculated. Do this by multiplying the number of direct personnel (persons that charge labor directly to a work order) by the amount of labor available (1664 hours per year per shop person). For fiscal year 2014-15 our Activity Based Costing is at $78.00.

Indirect Labor Rate

When determining the indirect cost per hour, use the actual out of pocket expense of an employee when he/she is not productive. This would be the actual cost of salary and benefits paid to the technician.

The total of these costs should be divided by the amount of direct time available from the direct employees (mechanics), which should be approximately 1664 hrs. per year per person.
When determining the two cost factors above, it is very important to allocate only the cost items, which result in an actual expense.

Fleet Facility Capital Reserve

As an essential part of maintaining a high degree of safety and readiness to serve customer departments, all shop capital equipment (shop tools, service lifts, etc.) owned by Fleet shall have a planned replacement cycle and shall be replaced on a timely basis.
The reserve for shop-related capital equipment purchases shall do the following:
Provide a ten-year plan for capital needs.
Help maintain existing shop assets in a safe and functional manner.
Smooth out the peaks and valleys in capital equipment purchases.
Correct problem areas before they become expensive or unsafe.
A list of Fleet shop assets, their estimated life, current value, depreciated value, and annual depreciation expense shall be generated and updated annually.

Fleet Operating Reserve

A Fleet Management operating reserve shall be projected annually and carried forward in the division fund balance ensuring that at least one month of operating reserves (1/12th of total budget less personnel and capital costs) are available to:
Protect Fleet against small, incidental losses.

- Ensure that adequate operating capital is available to purchase parts, and to maintain an adequate staff for repairs.

Cushion against unanticipated revenue shortfalls.
Support Fleet Management through Department emergencies that may require unanticipated expenditures of funds to lease, maintain, and support emergency equipment and vehicles.
An estimate of the revenues needed to maintain the pre-established balance shall be done as part of the annual Fleet budget process.

It must be recognized though, that Fleet Operations are a general fund activity and any operational reserve is subject to be reauthorized into other areas of the general fund at any time. It is good management practice to have the reserve, but it is just as good to plan for the loss of the reserve.

Vehicle Replacement Fund

The vehicle and equipment replacement fund is managed by Fleet Management and is projected to Finance annually based on depreciation including 4% inflation. This information is taken from the information that is found on the fleet management operating software. The fund will have a separate account for general funded departments and each enterprise funded departments. At this time the enterprise departments are Airport, HURF, Sewer, Solid Waste and Water. Vehicles that are fully funded and owned by the replacement fund shall be replaced after they have fulfilled their life cycles. The vehicle replacement fund is designed to purchase the vehicle with installed equipment necessary for the vehicle. Capital items such as computers, radios and specialty tools are not included in replacement costs. Departments should have a capital replacement fund for those items. This fund is also funded by the disposal of vehicles that have reached their useful life and put into the correct account.

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Initial Review Date:
Compliance Date:

Fleet Utilization

Goal: Establish a fleet committee to set standards for utilization and who will also be responsible with making decisions to retain, eliminate underutilized vehicles in order to maintain the right sizing of our fleet

The City of Buckeye recognizes that it has a substantial investment in vehicle and equipment assets that its departments need for the delivery of services. Effective management of these fleet assets is imperative in order to keep Departmental operations at peak efficiency and readiness. Establishment of an aggressive utilization policy provides an important element in achieving this objective.

The Fleet Management Committee (FMC) shall be established and charged with making decisions to retain, reassign, eliminate, or assign pool vehicle status to inefficiently utilized vehicles and equipment. The committee shall also investigate program applications and make recommendations on alternatives to ownership of such units.

Fleet Management Committee/Cabinet

It is the responsibility of the FMC to analyze the usage of the fleet just prior to the budget development process and the annual vehicle purchasing cycle. The FMC should be comprised of representatives from the following departments or divisions:

- Manager and/or Supervisor of Fleet Management- non- voting member
- Fleet Coordinator (usage records)-non- voting member
- Police, Fire, Water Resources, Streets, and Community Services
- Finance Department
- Risk Management

Summary of Committee Responsibilities

One of the purposes of the FMC is to evaluate usage and application data on vehicles that are being under-utilized, over-utilized, or improperly utilized (units with abnormally high maintenance and/or damage costs), which therefore do not meet the established class parameters.
Once a vehicle falls into this exception category, the customer department shall be interviewed to review the usage records and to present justification for maintaining the vehicle's assignment and status. Should the committee decide that there is insufficient justification for the current assignment, the unit may be reassigned to substitute as a replacement in another application, disposed of as surplus, or replaced with a more applicable vehicle for the task being performed.
The FMC is assigned the following responsibilities to ensure complete and proper evaluation of the City's fleet utilization:

- Review departmental functions in relation to low or inefficient vehicle and equipment utilization.
- Evaluate actual usage-per-month per vehicle class.
- Develop usage standards.
- Evaluate technology in vehicles and equipment.
- Develop and review the structure of the motor (rental) pool.
- Evaluate planned replacements during the budget process.
- Evaluate requests to continue using vehicles and equipment that are recommended for replacement.
- Serve as a key resource to the City Manager/Mayor/Council and other Department officials for budgetary, program review, and fleet asset management decisions.

Additional members can be added to the FMC, but the central group, once defined, should remain the same. In most cases, after initial setup and training, the committee needs to meet only during budget preparation season and only to discuss issues that have not been resolved through normal channels between the Fleet Management and the user departments.

Until the FMC is fully staffed and functional, Utilization Reports will continue to be routed to the various department directors from the Public Works Director with the recommendation that the affected department evaluate their underutilized vehicles to be turned in to the Fleet Management Division for further disposition.

Utilization Standards

Utilization parameters may be set by vehicle class or by individual unit. Utilization numbers can be acquired by polling other fleets of similar size, composition, municipal setting, and function. Most of the usage data shall be from historical fleet records such as analyses of usage patterns for a class or unit for a period of two to four years. The customer department class usage patterns may be further separated to compensate for seasonal usage peaks and valleys. Utilization must be evaluated from a mileage, fuel consumption, hour meter reading, and monthly or yearly assignment basis, and therefore may not always be available from normal usage input sources such as fueling, odometer, or hour meter updates. Thus, customer departments may have to be polled for usage updates.
Most departments have special application units that can be excluded from analysis by the FMC, but all such units should come under committee scrutiny at least once. The analysis should include alternatives to owning the unit, such as arranging a short-term rental or lease, contracting for short-term service with another Department that owns a similar unit, or utilizing a contract vendor to perform the service.
In establishing usage parameters, the unique needs and characteristics of the Departments should be kept in mind. Service delivery to the citizens is of paramount importance to the departmental customers of Fleet Management.

Recommended Standards

The following usage standards are recommended to assist with the initial implementation of a FMC. Be advised: No two government entities are the same. Therefore, usage standards must be evaluated to address specific department levels of service and responsibilities.

City of Buckeye Standards

All light, medium and heavy vehicles = 300 miles per month for the latest 12 month period.
All Hour metered equipment = 20 hours per month for the latest 12 month period.

Utilization Review

Unless special circumstances dictate, the Fleet Management Committee shall meet periodically at times that correspond closely to upcoming fiscal events such as budget generation, budget implementation, budget review, and the fleet specification writing and vehicle-purchasing schedule.
Fleet Management will generate a monthly spread sheet to notify customer departments on their monthly utilization. This will let them know if they may have inefficiently utilized equipment and might request a response for evaluation by the committee. The customer department may request more information from Fleet Management and, if not represented on the committee, send a representative to the meeting to clarify the usage and provide more detail.
Results of the meetings should be documented and recorded for review by the City's Manager/Mayor/Council. These documents may also become a part of the City's budget program review process to evaluate departmental program needs and effectiveness.

Utilization Review (Records and Transfers)

It is the responsibility of Fleet Management to maintain records of vehicle usage, transfers, vehicles under evaluation, and vehicles that require a follow-up after a preliminary review. In order to accurately complete this task, Fleet Management may use a member of the FMC staff to produce minutes of the FMC meeting and to prepare an agenda for upcoming meetings.

Multi-Functional Units

The Fleet Management Committee places a priority on identifying locations or tasks that are conducive to converting existing single task vehicles into vehicles with multiple capabilities. For example, a low-usage, single application sedan may have multiple applications if a van was substituted in its place. A more versatile larger backhoe or a loader with optional quick-connect backhoe attachments could replace a backhoe used for small jobs.

A more versatile unit may be acquired during the normal replacement cycle. Funding for the upgraded or more versatile unit is from normally accumulated replacement money, supplemented by capital funds from the departments that shall benefit from the upgrade.

If it is practical to acquire a diverse unit outside the normal replacement cycle, the unit or units to be replaced can be used in trade for the upgraded unit or can be sold at auction, and the sales revenue can be combined with the designated accumulated replacement funds in order to acquire the more appropriate vehicle or equipment.

The guidelines used by the committee are intentionally general so that a maximum amount of creativity and inter-departmental cooperation may be applied to a wide variety of tasks, applications, and programs.

Exempt Class Units

Equipment class code 100 consists of tools and specialized equipment that are needed for special projects. They will be excluded from the utilization study by the Fleet Management Committee. Owning departments with the help of Fleet will decide when useful life and costs warrant justification of keeping in service or replacement.

Using the Fleet Computer System for Usage Analysis

Once the utilization criteria is set by unit, class, or sub-class, the data is entered into the system, or it is entered into a specially designed database to which usage information can be downloaded from the fleet or fuel system. This shall generate exception reports that can be utilized by Fleet Management and the Fleet Management Committee. It is the using department's responsibility to provide Fleet with the accurate mileage/hours at the end of each month on all vehicles and equipment. Accurate utilization numbers are critical to the process.

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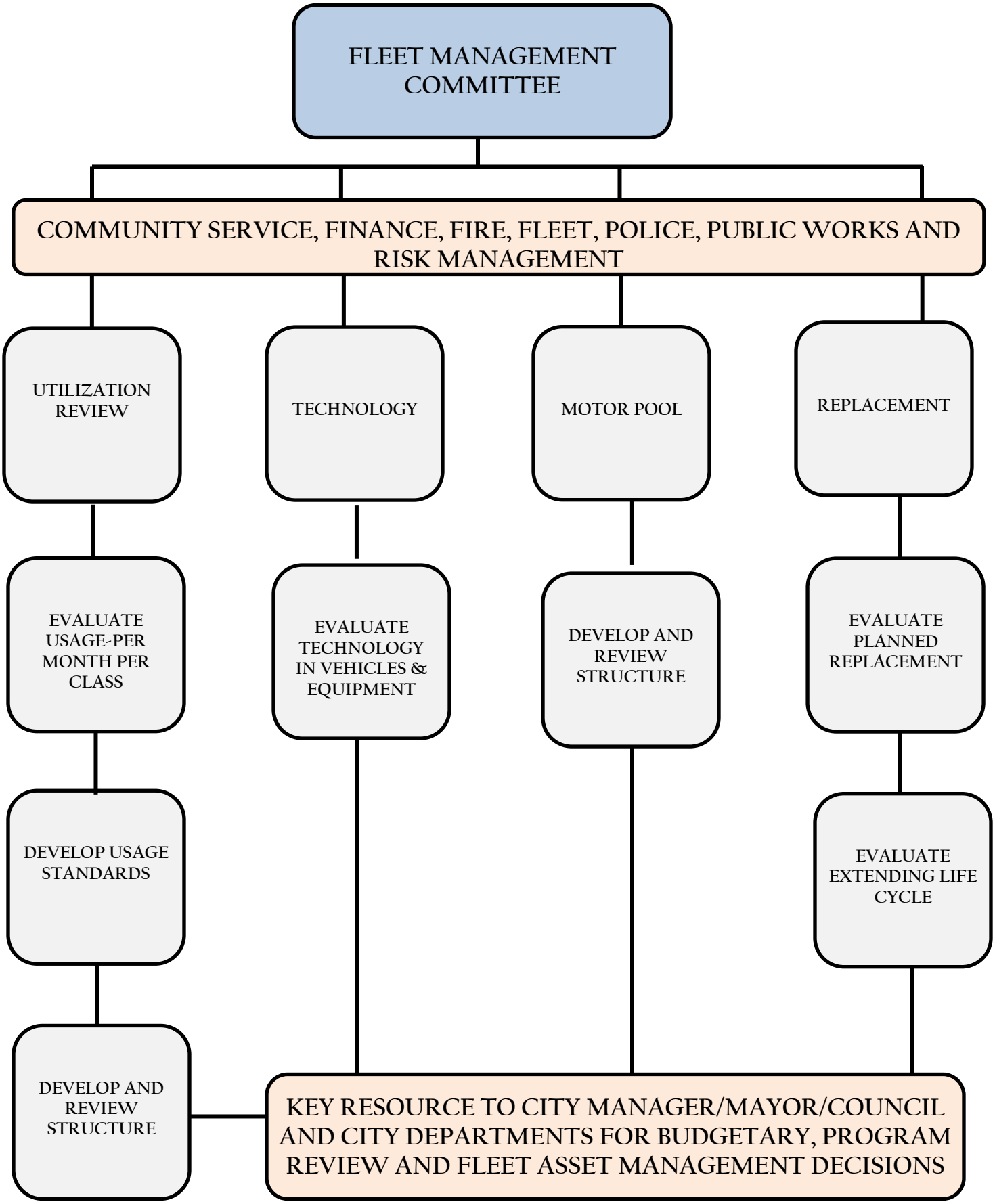

FLEET MANAGEMENT COMMITTEE
COMMUNITY SERVICE, FINANCE, FIRE, FLEET, POLICE, PUBLIC WORKS AND RISK MANAGEMENT
UTILIZATION REVIEW
TECHNOLOGY
MOTOR POOL
REPLACEMENT
EVALUATE USAGE-PER MONTH PER CLASS
EVALUATE TECHNOLOGY IN VEHICLES & EQUIPMENT
DEVELOP AND REVIEW STRUCTURE
EVALUATE PLANNED REPLACEMENT
DEVELOP USAGE STANDARDS
EVALUATE EXTENDING LIFE CYCLE
DEVELOP AND REVIEW STRUCTURE
KEY RESOURCE TO CITY MANAGER/MAYOR/COUNCIL AND CITY DEPARTMENTS FOR BUDGETARY, PROGRAM REVIEW AND FLEET ASSET MANAGEMENT DECISIONS

Replacement Policy

Goal: To establish an economical replacement time frame for the classes off vehicle by analyzing age, mileage, repair/ maintenance data to be compared to depreciated value and to provide direction to departments on replacement policy, scheduling and funding procedures.

Policy Overview

The most advantageous replacement frequency is not a preset, inflexible interval as has been used in past years for most fleets. The most economical replacement opportunity will occur within a specified time frame (Replacement Zone) allowing a manager to manage the fleet based on an annual evaluation and prioritization process.

The City of Buckeye has adopted a Replacement Zone program of managing the life cycles of fleet units.

Fleet Replacement Procedure

With few exceptions, only those vehicles meeting the Replacement Zone criteria, designed for a respective class, will be evaluated for replacement. . The Public Works Department Fleet Management Division (Fleet Management) will determine replacement candidates and meet with departmental representatives to discuss those candidates selected. Next, Fleet Management will present preliminary replacement lists to the customer departments and to the Budget and Finance offices for review and comment.

The listing will reflect the top priorities in order by customer department. Next to each listing will be an estimated replacement cost as well as a penalty fee for not replacing the vehicle. The "penalty fee" is the additional amount of funding added to the vehicle maintenance and replacement budgets if the vehicle is not replaced. The penalty fee compensates Fleet Management for additional maintenance costs for the older vehicle, and for lost resale value from selling the vehicle at an older age/higher mileage. The penalty fee will be specifically identified each year and compared to the two preceding years, and will be used to support justifications for fleet replacements.

A special replacement request may be initiated by a customer department during the year and presented in writing to Fleet Management. All requests will clearly identify why a fleet unit should be replaced sooner than its data and physical evaluation indicate should it be outside the Replacement Zone. Decisions may be appealed, in writing, to the Fleet Management Committee (FMC).

Replacement Zones

A fleet unit shall be considered to have met its economical replacement point when it has reached the optimum replacement criteria in the Replacement Zone. A Replacement Zone is a specific length of time during which a unit will be evaluated for replacement. The replacement criteria to be evaluated are based on age, mileage, utilization, maintenance cost, downtime, physical condition and obsolescence. Replacement of fleet units that have entered the Replacement Zone and are evaluated and prioritized for replacement during the next fiscal year will be subject to budgetary review and management authorization.

How the Replacement Zone Works

As an example, if the predetermined replacement target, based on historic usage, costs, etc., is six years, and the Replacement Zone for a given class of equipment is four to eight years, the Replacement Zone would then be defined as follows.

The first number in a Replacement Zone, four years, is the entry year. This is the first year that a unit in this class can be evaluated for replacement. A routine analysis of the cost data and the results of a routine preventive maintenance inspection should confirm the replacement status of this unit.

The 6th year is projected (based on historic cost and usage trends) to be the most cost-effective time to replace units in that class of equipment. Prior to the budget development process for the 6th year, a comprehensive physical evaluation will be performed. The inspection should coincide with a PM inspection and utilize a comprehensive checklist. A detailed cost analysis and comparison with other units in the class will result in sufficient information to make a decision to either replace now, to keep on track with the current replacement schedule, or to extend the replacement target date.

The 8th year is the maximum time a unit can be in service in that class without either replacement, reassignment to a lesser use, a scheduled rebuild, or reevaluation of its necessity and/or usage in its present assignment.

Replacement Priority Assignment

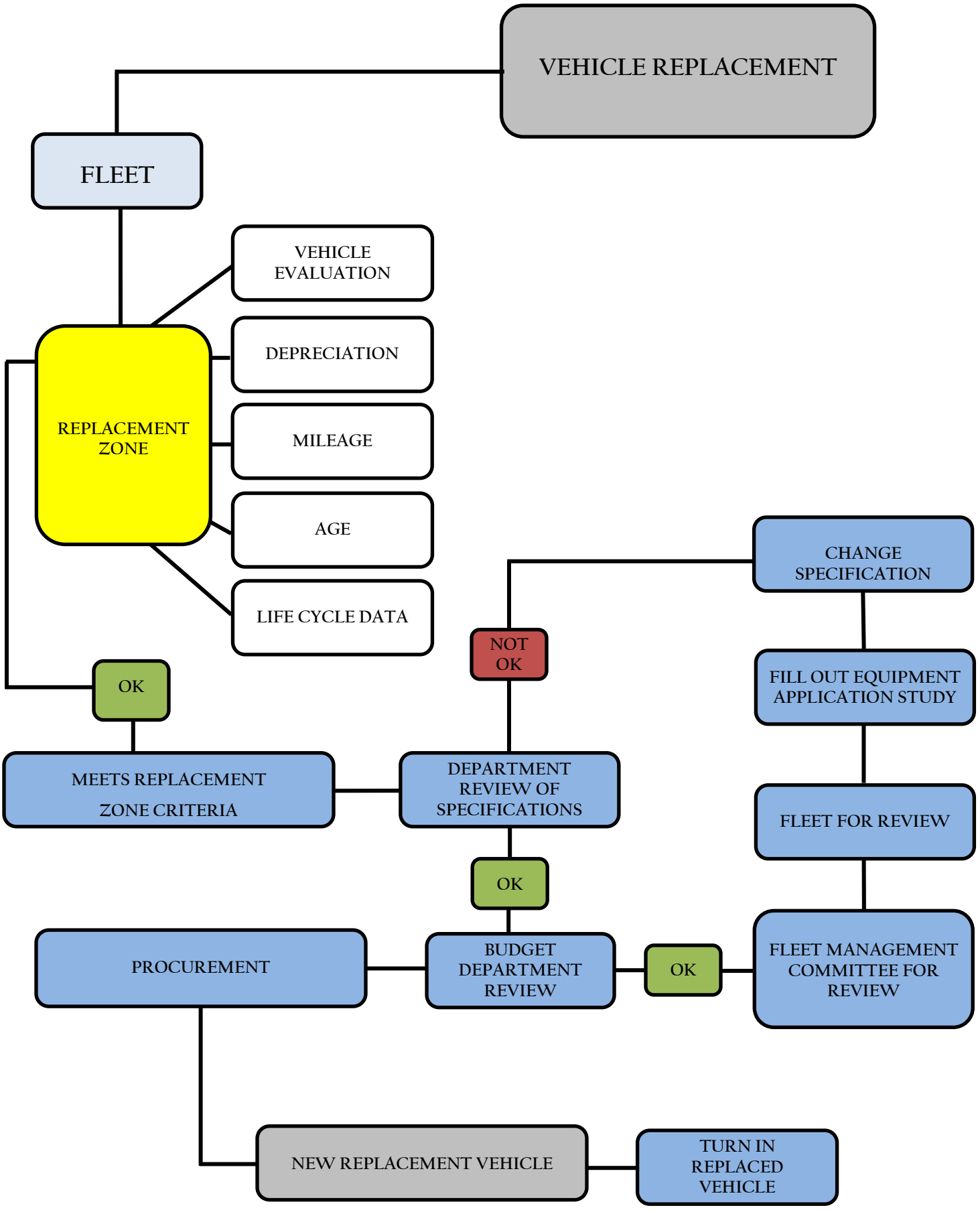
Priorities for replacement shall be assigned on a spreadsheet in descending order of usage and average annual maintenance cost. Thus, the highest mileage vehicles that are also the highest in maintenance costs are identified and flagged in their order of replacement priority. The vehicle is then physically inspected and a thorough analysis of the cause of high maintenance is performed. If vehicle **abuse/damage** is a factor, the **customer department** should respond and reverse the problem. If major components have been installed which raise its immediate maintenance numbers but lengthen its service expectancy, a reassignment of replacement priority may be necessary.

However, when **major repairs occur**, the work should be performed under a "**Capitalized**" work order process, thus eliminating the need to include the cost of the work performed in maintenance cost evaluations. Capitalized work is considered a refurbishment of a vehicle to extend the life cycle and equipment upgrades such as emergency lighting, tool boxes, etc... It should be applied to larger equipment with regards to being cost effect. Once equipment is capitalized it will be put into a different class code so it would have a longer life cycle and not show up on replacement reports.

Sample Replacement Assignment

Hypothetically, unit 100, a 1/2 ton pickup assigned to street operations, may show similar mileage but lower maintenance cost than another in its class. Unit 104, however, may reflect higher maintenance costs because its engine has just been replaced and its useful life thereby extended. Unit 100 may be due for a new engine soon. Thus, based on a physical evaluation the unit with the lower maintenance cost, unit 100, may be the most sensible replacement candidate of the two. This may occur if the engine rebuild was not performed under a "Capitalized" work order.

Normally, vehicles near the top of a list arranged by descending usage and cost priority are accurately depicted as the highest replacement candidates. However, all units that have entered the Replacement Zone should appear in the descending order listing and should be analyzed as replacement candidates by performing thorough physical inspections and a cost analysis.
After all units are evaluated and listed in prioritized order of replacement, a replacement cost is assigned to the individual units. The sum of all units' costs shows the total budgetary impact of replacement of all the candidates on the list. A replacement cutoff based on available funds can then be made to accommodate budgetary constraints. The final list is reviewed by customer departments and submitted by the Fleet Manager to the Budget Office and/or to the City Manager for final approval.


VEHICLE REPLACEMENT
FLEET
VEHICLE EVALUATION
DEPRECIATION
REPLACEMENT ZONE
MILEAGE
AGE
LIFE CYCLE DATA
CHANGE SPECIFICATION
NOT OK
FILL OUT EQUIPMENT APPLICATION STUDY
OK
MEETS REPLACEMENT ZONE CRITERIA
DEPARTMENT REVIEW OF SPECIFICATIONS
FLEET FOR REVIEW
OK
PROCUREMENT
BUDGET DEPARTMENT REVIEW
OK
FLEET MANAGEMENT COMMITTEE FOR REVIEW
NEW REPLACEMENT VEHICLE
TURN IN REPLACED VEHICLE

Additional Vehicles and Equipment

Any customer department seeking to increase its fleet size must seek approval by the FMC. When units requested by a department are in addition to the fleet (not replacing existing fleet units), an Equipment Application Study (EAS) must be completed showing the need for the addition. The customer department will submit an EAS form along with its recommendations to Fleet Management, who will then add recommendations and submit all of the information to the FMC. If approved, the customer department requesting the fleet addition will include capital funds in that year's budget for the equipment purchase and add funds to fleets maintenance and repair budget.

Recycled Vehicles/Equipment

Recycled or "re-used" units are vehicles or equipment that have completed their economic life in one area of fleet application but are retained in the fleet for lighter application or occasional usage. New units will replace the older units in their original use. For Fire Department applications the Pumper and Aerial units will be used in a five year primary reserve role depending on life cycle costs. Fleet Management will evaluate mechanical history, downtime history, and their current condition to determine the feasibility of recycling. The FMC will then review a request to recycle the unit. Fleet Management may recycle a unit to a reduced usage position in the fleet for seasonal applications, capital reduced situations, or equipment pool needs such as a backup unit, or for special projects. The unit's Maintenance Standard (PM program) may require changes.

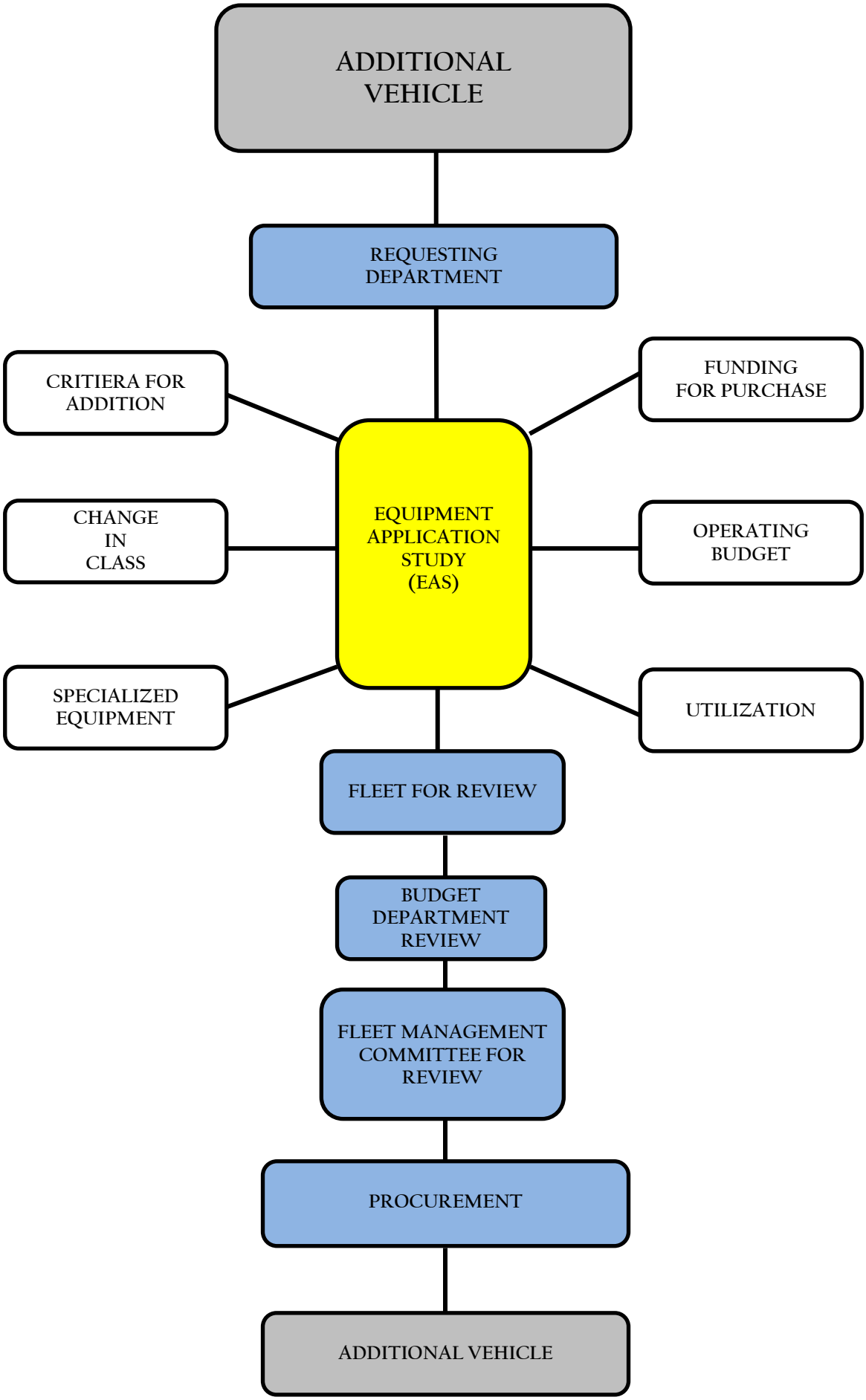
Other Vehicles/Equipment

- Forfeiture
- Grant Funded
- Leased
- Used from other Municipalities
- Defense Reutilization and Marketing Office (DRMO)

When other vehicles/equipment are an addition and put into service the using department will pay for all repairs needed to put vehicle/equipment into service and will need to transfer funds for routine maintenance and repairs to fleet. If major repairs (capitalization) are needed owning department will pay for these repairs or vehicles/equipment will be put out of service.

Exempt Class Units

Equipment class code 100 consists of tools and specialized equipment that are needed for special projects. They will be excluded from the utilization study by the FMC. Owning departments with the help of Fleet Management will decide when useful life and costs warrant justification of keeping in service or replacement.


ADDITIONAL VEHICLE
REQUESTING DEPARTMENT
CRITIERA FOR ADDITION
FUNDING FOR PURCHASE
CHANGE IN CLASS
EQUIPMENT APPLICATION STUDY (EAS)
OPERATING BUDGET
SPECIALIZED EQUIPMENT
UTILIZATION
FLEET FOR REVIEW
BUDGET DEPARTMENT REVIEW
FLEET MANAGEMENT COMMITTEE FOR REVIEW
PROCUREMENT
ADDITIONAL VEHICLE

Replacement of Total Loss Vehicles

Vehicles that have been deemed a total loss by Fleet Management and Risk Management shall be subject to the following criteria for evaluation for replacement:

- Did an insurance program that will fund its replacement cover the vehicle?
- Can the vehicle replacement be funded from existing funding levels within the operating department?
- Is there another vehicle that is currently not meeting the minimum vehicle usage criteria in the fleet that can be transferred to this department?
- Does the vehicle pool have a vehicle that can be transferred to this department without affecting the pool's ability to meet its rental needs?

If, after these criteria have been fully evaluated in the order listed above, a method of funding has not been reached, then Fleet Management shall request additional replacement capital funding to be approved by the Budget Review Team, through the recommendations of the FMC
Totaled out vehicles will use insurance reimbursement plus depreciation. If funding is still not enough the using department will make up the replacement difference

Funding

A fleet replacement fund is used for accumulating money necessary to replace vehicles/equipment at the beginning of their replacement zone. *The fleet replacement fund is used for the replacement of existing vehicles/equipment only.* ***Fleet Management is responsible for projecting the full depreciation costs of vehicles/equipment. Funding is based on the estimated replacement cost and the useful life (replacement zone) of each vehicle/equipment. Inflation is figured at 4% annually. When General Funded vehicles are sold at auction the salvage funds will be put back into the reserve fund to offset next purchases. All Enterprise Departments (Airport, HURF, Water/Sewer and Solid Waste) will each have a separate reserve fund. Not all of the vehicles/equipment will be ready for replacement at the beginning of the replacement zone but the funding will be in place earning interest to help offset inflation. Departments are responsible for additional costs if vehicles/equipment are:***

- An addition
- A change in class
- Replaced before scheduled time
- Totaled vehicles/equipment

Funding Example: 2013 Patrol - $46,886.59 (Turn Key) 48 (Month Life) x $951.82 (Depreciation per Month) + $1875.46 (Per Year Inflation = 4%) = $47,562.82 at the end of the four years, which would be deposited into the replacement fund.

Departments are responsible for complete replacement cost (new purchase) when replacing Defense Reutilization and Marketing Office (DRMO), forfeiture vehicles, leased and used vehicles/equipment obtained from municipalities. These replacements are considered additions to the fleet.

Fuel Efficient and Alternative Fuel/Clean Fuel Vehicles

The City of Buckeye is dedicated in pursuing and purchasing fuel efficient, (right sized vehicles to meet department's needs) and alternative fuel/clean fuel vehicles that will improve air quality standards. The purchase of the alternate fuel/clean fuel vehicles/equipment will be original manufacture equipped, operator and technician friendly, and will not interfere with the ability of departments to do their job. Administrative type vehicles, for instance, should be considered for hybrid or similar dual fueling applications. Heavy equipment and vehicles should be certified to be able to use bio-diesel fueling applications. Our long range goal is to purchase the best proven available technology that will meet our application needs and improve air quality.

These types of green purchases will result in lower emissions in our ever increasing fleet, and will not result in the significant investment of capital to ensure that we are able to operate an alternative fuel/clean fuel fleet for the City of Buckeye. If a department requests to purchase a vehicle or equipment with a particular new technology of fuel then they will be responsible to consult with Fleet Management so that they have the ability, tools and that the facility is equipped to maintain the proposed vehicle or equipment. The capital cost of the new vehicle and/or equipment shall also include the necessary tools and/or training for the technical staff that will be charged with maintaining the new vehicle or equipment. The key to low emissions with all of our fleet lies with proper preventive maintenance. Preventive maintenance prolongs the life, keeps the emissions low, and saves the precious resources of the City of Buckeye.

Assigned to: Initial Review Date:
Completed by: Compliance Date:
Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Equipment Specifications

Goal: Determine standards on vehicles and equipment to meet job needs

Vehicle and Equipment Specifications (Standards)

Policy and Procedure

The City of Buckeye has adopted a revised process for developing specifications for new purchases and replacements for the fleet. The process uses Fleet Standards to specifically identify what type of tasks a vehicle performs, then directly relates those tasks to technical specifications resulting in vehicle and equipment Standards (This form is found on the Fleet web page). The process is designed to ensure that when a vehicle is purchased, it is adequately designed or specified to perform all the tasks that the customer department wishes, while also being designed to provide cost-effective operations throughout its useful life or Replacement Zone

.

The process starts with an Equipment Application Study or EAS. In some cases, an EAS is not required, as with the addition of a marked police unit and fire pumper, ladder and ladder tenders, because we know what the vehicle will be doing throughout its useful life. If the Fleet Management staff decides that a unit may have a different replacement zone, or maintenance standard when compared to a like unit in the fleet or in the industry, that unit will be required to proceed through this process.

The Fleet Standards process will reduce vehicle maintenance costs and downtime and eventually may extend equipment Replacement Zones. Fleet Standards is the first of the three processes implemented in Fleet Management to reduce cost and downtime and to increase Replacement Zones. The other two programs outlined herein are:

- Maintenance Standards
- Replacement Zones (Standards)

Combined, these three critical elements are known as the Fleet Value and Stability Program.

The Fleet Standards process follows a specific outline for development and implementation, which is described below:

- Fleet Management develops specifications for those fleet units for which it has the asset management responsibility, in cooperation with the using department.
- Specifications are developed and updated on an as-needed basis, as early in the fiscal year as possible (subject to known/projected needs, availability of specification information, etc.).
- Specifications consider the using department's needs to the maximum extent possible, while also providing for standardization of similar fleet units to promote unit assignment flexibility.
- Fleet Management can supply additional details or requirements for this process upon request.

Specifications attempt to maximize supplier options, while providing satisfactory equipment

Fuel Efficient and Alternative Fuel/Clean Fuel Vehicles

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These types of green purchases will result in lower emissions in our ever increasing fleet, and will not result in the significant investment of capital to ensure that we are able to operate an alternative fuel/clean fuel fleet for the City of Buckeye. If a department requests to purchase a vehicle or equipment with a particular new technology of fuel then they will be responsible to consult with Fleet Management so that they have the ability, tools and that the facility is equipped to maintain the proposed vehicle or equipment. The capital cost of the new vehicle and/or equipment shall also include the necessary tools and/or training for the technical staff that will be charged with maintaining the new vehicle or equipment. The key to low emissions with all of our fleet lies with proper preventive maintenance. Preventive maintenance prolongs the life, keeps the emissions low, and saves the precious resources of the City of Buckeye.

Requesting an Equipment Application Study (EAS)

Equipment Application Study is a process used to assist in determining vehicle and equipment job needs. The results of the EAS will help establish the Vehicle Standard used for that job type.
Customer departments, in coordination with Fleet Management, will perform an EAS for all vehicle purchases including some replacements. The study will address in detail all job requirements of the unit to be acquired as identified by the customer department. The Fleet Management Division will apply existing vehicle and equipment standards to the proposed acquisition. When an appropriate standard is identified, it will be used to request or bid that vehicle. The EAS can be found on the City's Intranet under departments, public works, and fleet management.

Changing an Established Standard

Established vehicle and equipment standards can be modified, deleted, or substantially changed under the following conditions:

- The customer department requests the change (in writing) and includes a revised EAS to substantiate the change and includes a revised budget estimate to judge the impact of the change. Fleet Management will consider the request and may consult with personnel from other departments, budget and finance, and senior management officials before making a determination to change specifications standards, or stay with existing standards.
- The existing specifications have proven to be inadequate and have resulted in higher costs for parts and repairs or increased downtime.

Establishing a New Standard

The Contracts and Procurement Division, Customer Department representatives, and Fleet Management will develop new standards cooperatively. The revised EAS may suggest a shift to an existing standard with the desired features or may require that new specifications and standards be developed. Fleet Management along with the help of Procurement will maintain the official "standards library."

VEHICLE/ EQUIPMENT ADDITION-REPLACEMENT APPLICATION (EAS)

CONTACT _____ DATE _____

DEPARTMENT _____ NAME _____

DIVISION _____ PHONE # _____

ADDITION ☐
OR
REPLACEMENT ☐

EMAIL _____

OPERATOR NAME _____

CONTACT INFO _____

ALTERNATE FUEL YES ☐ NO ☐

VEHICLE # AND DESCRIPTION OF VEHICLE BEING REPLACED _____

DESCRIPTION OF VEHICLE BEING ADDED _____

SPECIFICATION CHANGE YES ☐ NO ☐

EXPLAIN _____

PROJECTED ANNUAL USAGE

TAKE HOME YES ☐ NO ☐ REASON _____

ADDITIONAL GL #
OR
REPLACEMENT GL# _____

MAINTENANCE GL# _____

SPECIAL EQUIPMENT

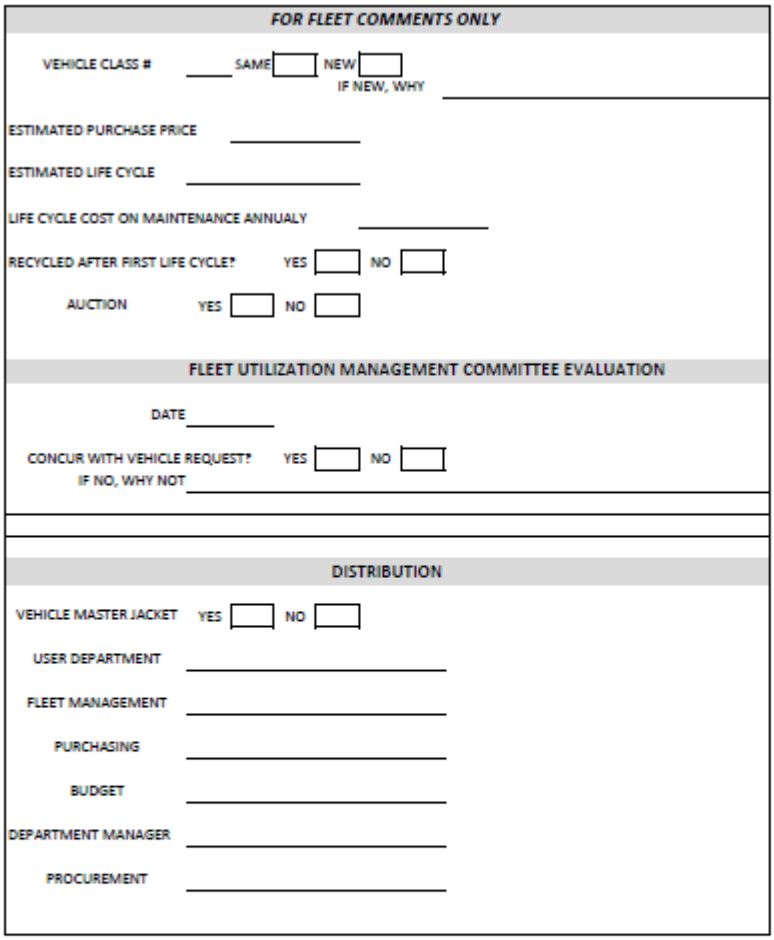
COMPUTER	☐	*EMERGENCY LIGHTING*	
PRINTER	☐	4 CORNER STROBES	☐
COMPUTER STAND	☐	MINI LIGHT BAR	☐
PRINTER STAND	☐	LIGHT BAR	☐
RADIO	☐	SUPERVISOR BAR	☐
GPS	☐	LED LIGHT STRIP	☐
BEDLINER	☐	SPOT LIGHT	☐
BED COVER	☐	BACK UP ALARM	☐
WATER JUG/HOLDER	☐	OTHER- PLEASE DESCRIBE	_____

TOOLBOX

CROSSBOX ☐

SIDE BOX ☐ WHICH SIDE _____

OTHER-PLEASE DESCRIBE _____



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Amount Complete: Not Applicable
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Agency Compliance

Initial Review Date:
Compliance Date:

Bid Evaluation

Goal: Criteria for best value.

The bid evaluation process is designed to ensure that the vehicles and equipment being offered by vendors meet the specifications or standards established by the City of Buckeye. The City will use a combination of evaluation techniques. Some of these are:

- Purchases may be made on an adopted contract whenever possible to expedite acquisition.
- Bid evaluations will consider the extent to which bids meet or exceed the minimum requirements.
- Bid evaluations may be based on the total costs over the productive life of the vehicle (Life Cycle Costs)
- When necessary, equipment demonstrations deemed may be conducted to assist in the evaluation process.
- If needed, a scheduled visit will be made to the bidder's factory and local support site.
- Outstanding warranty claims and the efficiency of repair will be examined.
- Fleet Management will help evaluate bids for those fleet units for which it has asset management responsibility.

If site visits are needed, the costs will be identified during the annual budget process and allocated back to the vehicle being purchased. However, this cost is not to be used as a determining factor in the bid award. Suppliers and bidders are not allowed to fund site visits during the bid award and evaluation process.

Assigned to:
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Documentation/Directives:
Agency Compliance:

Initial Review Date:
Compliance Date:

Equipment Transfer, Turn-In and Disposal

Goal: Establish and streamline procedure for vehicle/equipment transfers and removal from service.

Transfer Procedure

The Fleet Management Division shall manage the Customer departmental assignment of all units for which it has asset management responsibility.
Transfer requests and/or new equipment requests shall be made to the Fleet Management Division by the department that will receive the fleet unit.
Transfer and new equipment requests must be approved by the Fleet Management Committee should there be considerable remaining life in the vehicle.
Fleet units that are no longer needed by an agency may be returned to the Fleet Management Division at any time, with written notice, requesting termination of the unit's assignment.
After receipt of the Notice of Transfer, billing will be changed to the newly assigned department.

Vehicle and Equipment Disposal

The Fleet Management Division is responsible for all City vehicle and equipment asset disposal for vehicles that are listed on the fleet inventory with the exception of, forfeiture, abandon and accident/court case vehicles and equipment. These will be the responsibility of the Police Department. A memo will be sent to the City Manager listing the asset number, mileage and reason for disposal. In turn the asset title will be notarized and sent to Fleet. This will centralize the process and decrease overhead associated with advertising, cost of sale, storage, and fund transfers after the disposal process. The identification of opportunities for specialized equipment disposal, requiring a specialized contractor, will be a high priority each year during the planning process for the upcoming year's disposal program.

Assigned to:
Completed by:
Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Initial Review Date:
Compliance Date:

Fleet Employees

Goal: To develop procedures to ensure that technicians have appropriate training, licenses and certifications with funding. Establish personnel qualifications to perform inspection, repair and maintenance/management functions and to set repair authorization limits.

Technician Qualifications

The lack or deferral of training for fleet technicians creates a costly cycle of repeat repairs, increased downtime, inaccurate diagnostic practices, and unhappy employees and customers. Therefore, ongoing training of Fleet Management personnel is a high priority. Training shall be designed to meet the challenges of ever-changing technology and to promote maximum productivity. Training shall also include educational courses required to comply with the appropriate local, state, or federally mandated programs. All General Technicians should have some type of ASE Certifications. These training needs shall be accomplished using the following two approaches.

Technician Training Programs

Fleet Management Funded

After meeting annually with employees and discussing their training priorities and goals, the Fleet Supervisor shall establish a training schedule for each fleet employee and request funding using the normal budget development process. Prioritization may be required.

Specialized Requirements

Specialized requirements are instances in which special training is required, due to new vehicle or computer system purchases, or when other changes in support services are required that were unforeseen during the annual budget development process. The method for securing this special training shall be the inclusion of the required training funds in the purchase price of the assets/service being acquired. This cost should be capitalized into the asset/program being acquired or developed.

A method of tracking endorsements for Technicians within the agency is in place thru the fleet management software.

Authority/ Qualifications for Repair and Maintenance

Job descriptions that outline the functions and levels of expertise of personnel are developed so that the scope of responsibilities for inspections, repair and maintenance is clear. The Fleet Supervisor will clearly outline the policy for repairs over a certain amount to ensure repairs are performed in the most cost efficient and effective way.

Job Classifications

Fleet Manager: First level of general management within the City. Manager has line item budget responsibility and is charged with the implementation of services and/or programs which provide fleet maintenance services including preventive maintenance, repair, assistance in acquisition of City fleet vehicles, supervising staff and focusing on customer service. . Duties include serving as a liaison, ensuring quality and that rules, regulations, laws and policies are compiled.

Primary Duties and Responsibilities:

- Coordinates, supervises, and manages inspection, maintenance and repair of vehicles and equipment, in compliance with City procedures and policies.
- Consults with departments on equipment usage and needs; assists in the development of equipment replacement program.
- Determines vehicle and equipment needs, develops specifications, evaluates new equipment bids, and coordinates purchases.
- Manages staff and evaluates performance; monitors operations to identify and resolve problems and priorities.
- Reviews and inspects the work of the assigned staff to assure the work quality, and the timely accomplishment of assigned duties and responsibilities.
- Maintains records and logs of services performed and general vehicle information; analyzes costs, writes reports, and prioritizes work orders.
- Manages fleet and equipment warranty and replacement programs; reviews status of vehicles and equipment; recommends equipment replacement and major repair options; manages the preventive maintenance program for standard care of vehicles and equipment.
- Establishes work policies, schedules, and repair and maintenance standards.
- Prepares budget estimates for fleet maintenance operations.
- Assures compliance with all safety rules and regulations.
- Coordinates staff training programs.
- Maintains records and files.
- Performs other duties as assigned or required.

Experience:

Bachelor's Degree in a related field, and five (5) years vehicle fleet maintenance experience, including three (3) years of lead or supervisory experience; OR equivalent combination of education and experience. Accredited Fleet Manager Certification and ASE Certifications for Light Duty/ Heavy Duty are required.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of business computers and software applications.
- Knowledge of the methods, tools and equipment used in the repair of vehicles and equipment.
- Knowledge of safety standards and practices in a shop environment.
- Knowledge of the principles of record keeping and records management.
- Skill in reading, interpreting, understanding and applying City policies and procedures.
- Skill in establishing cooperative working relationships with employees and City staff.
- Skill in supervision, coordinating staff, and delegating tasks and authority.
- Skill in promoting and enforcing safe work practices.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in developing and preparing equipment specifications.

Special Requirements: Possession of a valid Arizona Commercial Driver's License; Accredited Fleet Manager Certification, Master ASE Certifications in Automotive and/or Medium/ HD Trucks and all certifications will be required to be maintained

Reports: Public Works Director

Fleet Supervisor: Responsible for overseeing daily fleet operations to include planning and prioritizing of work assignments. Responsibilities include technician performance evaluations and corrective action plans; serve as a fleet liaison and assist in preparing budget

Primary Duties and Responsibilities:

- Coordinates, supervises, and manages inspection, maintenance and repair of vehicles and equipment, in compliance with City procedures and policies.
- Consults with departments on equipment usage and needs; assists in the development of equipment replacement program.
- Determines vehicle and equipment needs, develops specifications, evaluates new equipment bids, and coordinates purchases.
- Supervises staff and evaluates performance; monitors operations to identify and resolve problems and priorities.
- Reviews and inspects the work of the assigned staff to assure the work quality, and the timely accomplishment of assigned duties and responsibilities.
- Maintains records and logs of services performed and general vehicle information; analyzes costs, writes reports, and prioritizes work orders.
- Supervises fleet and equipment warranty and replacement programs; reviews status of vehicles and equipment; recommends equipment replacement and major repair options; supervises the preventive maintenance program for standard care of vehicles and equipment.
- Establishes work policies, schedules, and repair and maintenance standards.
- Prepares budget estimates for fleet maintenance operations.
- Assures compliance with all safety rules and regulations.
- Coordinates staff training programs.
- Maintains records and files.
- Performs other duties as assigned or required.

Experience:

Vocational degree and five (5) years of specialized experience including two (2) years of lead or supervisory responsibility in the maintenance/repair of automotive/heavy duty equipment OR equivalent combination of education and experience. ASE Certifications for Light Duty and Heavy Duty are required.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of business computers and software applications.
- Knowledge of the methods, tools and equipment used in the repair of vehicles and equipment.
- Knowledge of safety standards and practices in a shop environment.
- Knowledge of the principles of record keeping and records management.
- Skill in reading, interpreting, understanding and applying City policies and procedures.
- Skill in establishing cooperative working relationships with employees and City staff.
- Skill in supervision, coordinating staff, and delegating tasks and authority.
- Skill in promoting and enforcing safe work practices.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in developing and preparing equipment specifications.

Special Requirements: Possession of a valid Arizona Commercial Driver's License; Accredited Fleet Supervisor Certification, Master ASE Certifications in Automotive and/or Medium/ HD Trucks and will be required to maintain ASE

Reports: Fleet Manager

Lead Technician: The purpose of this position is to assign tasks, monitor progress and workflow, checks the finished product, train employees in specific areas of repair, and perform skilled mechanical work in the maintenance and repair of varied automotive, heavy duty and emergency equipment. Supervising employees, diagnosing problems, maintaining reports and records are also part of the position.

Primary Duties and Responsibilities:

- Organizes and assigns the activities of technicians; trains new employees.
- Reviews work orders and labor hours.
- Assists technicians in technical guidance
- Quality Inspection of repairs made

Necessary Knowledge, Skills and Abilities:

- Knowledge of the methods, tools and equipment used in the repair of vehicles and equipment.
- Knowledge of safety standards and practices in a shop environment
- Knowledge of Windows, Word, Excel, Outlook
- Skill in assigning and leading the work of others.
- Skill in using Fleet Management Program
- Skill in reading technical manuals and specifications
- Skill in following and effectively communicating verbal and written instructions.

Experience: High School diploma or GED equivalent and Five (5) years of specialized experience in vehicle fleet maintenance. Experience includes automotive, heavy duty equipment and emergency vehicle repair

Certification/licensure: Possession of a valid Arizona Commercial Driver's License**;** Master ASE Certifications in Automotive and/or Medium/ HD Trucks and all certifications will be required to be maintained; Must provide own tools.

Reports: Fleet Supervisor

Master Technician: The purpose of this position is to have superior knowledge of varied automotive, heavy duty equipment and emergency equipment maintenance and repair to handle complex problems and be able to assist and train General and Preventive Maintenance Technicians.

Primary Duties and Responsibilities:

- Utilize diagnostic test equipment
- Solve complex drivability problems and computer controlled system problems.
- Have sufficient experience in a computerized environment.
- Instruct General and Preventive Maintenance Technicians
- Perform Job Functions with no supervision

Necessary Knowledge, Skills and Abilities:

- Ability to diagnose and repair light and heavy vehicles and equipment
- Knowledge of diagnostic equipment
- Ability to share knowledge with co-workers and explain problems to other City employees.
- Knowledge of Windows, Word, Excel, Outlook

Experience: High School diploma or GED equivalent and Five (5) years of specialized experience in vehicle maintenance and repair. Experience includes automotive, heavy duty equipment and emergency vehicle repair

Certification/licensure: Possession of a valid Arizona Commercial Driver's License; Master ASE Certifications in Automotive and/or HD Trucks and will be required to maintain ASE; Must provide own tools.

Reports: Fleet Lead Technician

General Technician: The purpose of this position is to perform basic maintenance repairs on engines, transmissions, drive trains, and other components.

Primary Duties and Responsibilities:

- Perform general repairs on all types of equipment/vehicles from light to heavy duty
- Use diagnostic equipment
- Use personal computer terminals
- Perform preventive maintenance on a variety of equipment

Necessary Knowledge, Skills and Abilities:

- Basic knowledge of engine analyzers, air conditioning testing and charging equipment, hand held scanners, charging and electrical system analyzers.
- Ability to perform duties with minimal supervision,
- Tact and good verbal communication skills.
- Basic Windows, Word, Excel, Outlook knowledge.

Experience: High School diploma or GED equivalent and Three (3) years general experience, in automotive, heavy duty and off road equipment experience and/or combination.

Certification/licensure: Possession of a valid Arizona Commercial Driver's License; ASE Certifications in Automotive and Medium/ HD Trucks; Must provide own tools.

Reports: Fleet Lead Technician

Preventive Maintenance Technician: The purpose of this position is to perform preventive maintenance on a variety of equipment used by the City of Buckeye.

Primary Duties and Responsibilities:

- Performs Preventive maintenance/inspections on a variety of equipment with minimal supervision.
- Performs minor repairs on equipment.
- Be able to use computer for job
- Be detail oriented and possesses the ability to read and use applicable service manuals.

Necessary Knowledge, Skills and Abilities:

- Ability to perform preventive maintenance and minor repairs on a variety of vehicles.

- Basic knowledge of Windows, Word, Excel, and Outlook.

Experience: Two (2) years of preventive maintenance experience or formal training may substitute for experience

Certification/licensure: Possession of a valid Arizona Commercial Driver's License; ASE Preventive Maintenance Certification; Must provide own tools.

Reports: Fleet Supervisor or Lead Technician

Emergency Vehicle Technician: The purpose of this position is to maintain safe continuous operating conditions of public safety vehicles and equipment and perform related duties as required.

Primary Duties and Responsibilities:

- Performs routine inspection and scheduled maintenance of fire/police department vehicles by following comprehensive maintenance schedules and processes established by the organization.
- Diagnose and repair fire/police department vehicle problems, including electrical systems, hydraulic systems, radio communications equipment issues, drivability issues, engine and power train, braking systems and overall vehicle performance issues.
- Diagnose and repair fire/police department vehicle special systems including fire pumps, valves and related plumbing components; foam injection systems; compressed air foam systems; and electrical systems including emergency warning equipment, radio communications equipment, automatic door release, remote sensors and battery maintenance systems.
- Perform welding, fabrication and vehicle modification work.
- Respond to emergency incidents at the request of the incident commander to ensure the continued operation of vehicles assigned to the incident.
- Respond to address fire/police department vehicle or equipment issues after hours, on weekends or holidays as requested by the fire/police department shift commander.
- Complete necessary service sheets, maintenance logs and other record-keeping tasks, including computer terminal entry.
- Maintain/repair other City equipment as needed.
- Provide input with respect to development of new vehicle specifications.
- Participate in pre-construction meetings with apparatus/equipment suppliers.
- Assist in performing acceptance inspections of new vehicles and equipment.
- In conjunction with the fire/police department support services officers or liaisons and/or fire department engineers, ensure that daily and other scheduled vehicle inspection processes have been established and are being followed.
- Research parts manuals and vendor catalogs to determine parts required to maintain serviceability of fire/police department vehicles.
- Order required parts through established City channels.
- Analyzes vehicle performance and maintenance history to established trends.
- Remain abreast of current and emerging standards for fire/police department vehicles/equipment and industry practices.
- Assist in the development of vehicle replacement /modification recommendations.

Necessary Knowledge, Skills and Abilities:

- Knowledge of the methods, tools and equipment used in the repair of vehicles and equipment.
- Knowledge of safety standards and practices in a shop environment.
- Knowledge of the principles of basic record keeping and records management.
- Skill in diagnosing and repairing mechanical, brake, fuel and electrical defects in a wide variety of automotive and heavy duty truck equipment.
- Skill in reading technical manuals and specifications.
- Skill in the safe use of tools, materials and equipment used in vehicle and equipment maintenance.
- Skill in maintaining accurate service records.
- Skill in following and effectively communicating verbal and written instructions.

Experience: Over three (3) years experience with or as heavy truck mechanic maintaining fire apparatus

Certification/licensure: Possession of a valid Arizona Commercial Driver's License; ASE Heavy Truck Certifications and Emergency Vehicle Technician (EVT) Certification and will be required to maintain ASE and EVT Certifications Must provide own tools.

Reports: Fleet Supervisor

Fleet Management Coordinator: This position under general supervision, performs a variety of support services in the operation, maintenance and monitoring of fleet and related equipment and parts management. Assists in scheduling and managing workflow assignments for fleet technicians; manages the City's fuel supply/storage system; contacts outside vendors for program supplies and invoices; interacts as fleet liaison with various City departments and operators to aid in fleet operations

Primary Duties and Responsibilities:

- Maintains and operates computerized fleet and fuel management systems; reviews output reports from system, analyzes information for patterns and trends, prepares and submits reports; recommends actions and activities based upon analysis; conducts operational and maintenance cost studies; monitors costs to determine vehicle replacement and/or repair feasibility
- Coordinates labor and warranty-related activities; reviews estimates for services and determines vender to be utilized for non-city warranty and/or labor activities; oversees outside labor repairs, recalls, warranty claims; creates, maintains, and updates vehicle warranty, repair, maintenance and cost records; monitors warranty-related activities for compliance to city vehicle service needs, quality of work and associated services
- Manages equipment replacement budget; Identifies vehicle and equipment purchase cost; monitors vehicle status, condition and repairs; investigates allegations of misuse and abuse of equipment; develops, writes, updates and verifies bid specifications; analyzes vehicle purchase requests; recommends purchase alternatives; prepares and recommends products and service contracts.
- Coordinates vehicle inspections and testing; oversees and handles processing of new vehicles; obtains registration and inspection for title; insurance compliance; coordinates pool vehicle program; analyzes fleet vehicle utilization; recommends areas of improvement
- Provides outstanding customer service to all city departments; coordinating vehicle repairs

- Performs related duties by monitoring shop safety procedures, assisting the manager with vehicle purchase and replacement, and maintaining contacts with suppliers and outside agencies.

Necessary Knowledge, Skills and Abilities:

- Knowledge of business computers and software applications.
- Knowledge of the methods, tools and equipment used in the repair of vehicles and equipment.
- Knowledge of safety standards and practices in a shop environment.
- Knowledge of the principles of record keeping and records management.
- Skill in reading, interpreting, understanding and applying City policies and procedures.
- Skill in establishing cooperative working relationships with employees and City staff.
- Skill in supervision, coordinating staff, and delegating tasks and authority.
- Skill in promoting and enforcing safe work practices.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in developing and preparing equipment specifications.

Experience: Three (3) years of experience in vehicle maintenance operations; OR equivalent combination of education and experience.

Certification/licensure: Valid Arizona Driver's License; specific technical training and certifications may be required.

Reports: Fleet Manager

Fleet Intern Technician: A Fleet Intern Technician is a trainee working, under immediate supervision, to become proficient in the technical aspects of repairing and servicing City vehicles and equipment. As proficiency increases the assignments increase relative to scope and responsibility. Work is reviewed on a regular basis

Primary Duties and Responsibilities:

- Assist in the performance of technical tasks in the maintenance and repair of light to heavy-duty, gasoline and diesel-fueled equipment;
- Perform preventive maintenance tasks on a variety of vehicles and motorized equipment and make minor repairs and adjustments;
- Assist with installation and repair of automotive air conditioning systems;
- Perform simple operating adjustments to automotive equipment;
- Repair brakes and tires;
- Lubricate and fuel vehicles, trucks and other equipment;
- Assist with diagnosing and repairing operational problems on automotive equipment to determine problem source;
- Assist with inventory and purchase of parts;
- Pick up and deliver parts and supplies;
- Organize shop supplies and equipment; maintain shop housekeeping;
- Perform other duties as assigned or required.

Necessary Knowledge, Skills and Abilities:

- Methods, materials, tools, and standard practices of the automotive technician's trade;
- Principles of internal combustion engine operation;
- Hazards and safety precautions of the technician's trade;
- State requirements associated with vehicle emissions testing of gas and diesel engines;
- Service and repair methods of air brakes and air systems;
- Simple gas, arc welding and auto electrical systems and equipment;
- Understand and effectively carry out verbal and written instructions;
- Read and interpret service manuals, schematics, charts, etc.;
- Establish and maintain effective working relationships with coworkers, supervisors, and user departments.

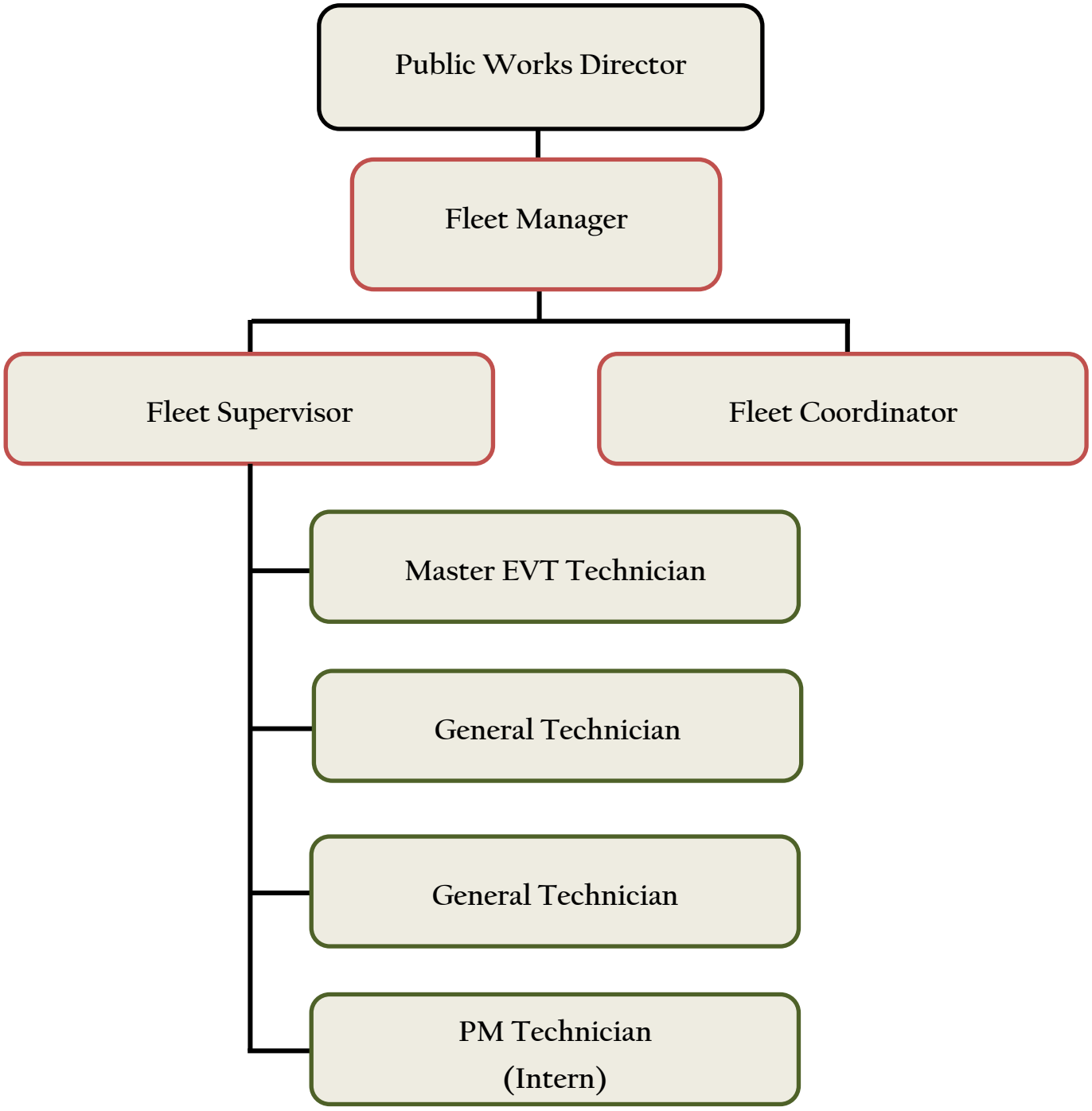
Education and Experience: Graduation from High School or equivalent and in the final stages of completing a recognized two year automotive and/or heavy duty technician program, preferably by the National Automotive Technicians Education Foundation (NATEF); or graduation from an accredited program with an Associate's Degree in Automotive Technology.

Certification/licensure: Possession of a valid Arizona Driver's License; specific technical training and certifications may be required; Must provide own tools.

Reports: Fleet Supervisor

Assigned to:
Completed by:
Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Initial Review Date:
Compliance Date:


Public Works Director
Fleet Manager
Fleet Supervisor
Fleet Coordinator
Master EVT Technician
General Technician
General Technician
PM Technician
(Intern)

Vehicle Operation

Operator Inspection

Goal: To have safe and reliable equipment.

It is each operator's responsibility to ensure that, before using any City vehicle, all required documentation (registration, insurance cards, etc.) are in the vehicle. It is also the operator's responsibility to know how to operate the vehicle in a safe prudent manner. It is the responsibility of employees to perform daily/weekly operator checks on vehicles/equipment assigned to their use. Responsibilities may also include minor routine maintenance as recommended by the equipment manufacturer. Fleet prescribes the operator checks, and training is available. Limited provisions shall be made by fleet to accommodate individuals, who by nature of their dress, prevailing weather conditions, or physical challenges, are unable to perform certain tasks from the daily operator inspection. Basic operator training is a requirement of all City employees. Fleet can lend assistance to this endeavor. However, it is the final responsibility of the individual's department to ensure that all operators of City vehicles and equipment are properly trained.

Basic operator training shall include, as a minimum, the following:

- How to perform a basic visual inspection;
- How to check engine oil level;
- How to perform a basic safety inspection;
- What to do should roadside assistance be required;
- What to do should an emergency situation arise.

Vehicle Operators Check List

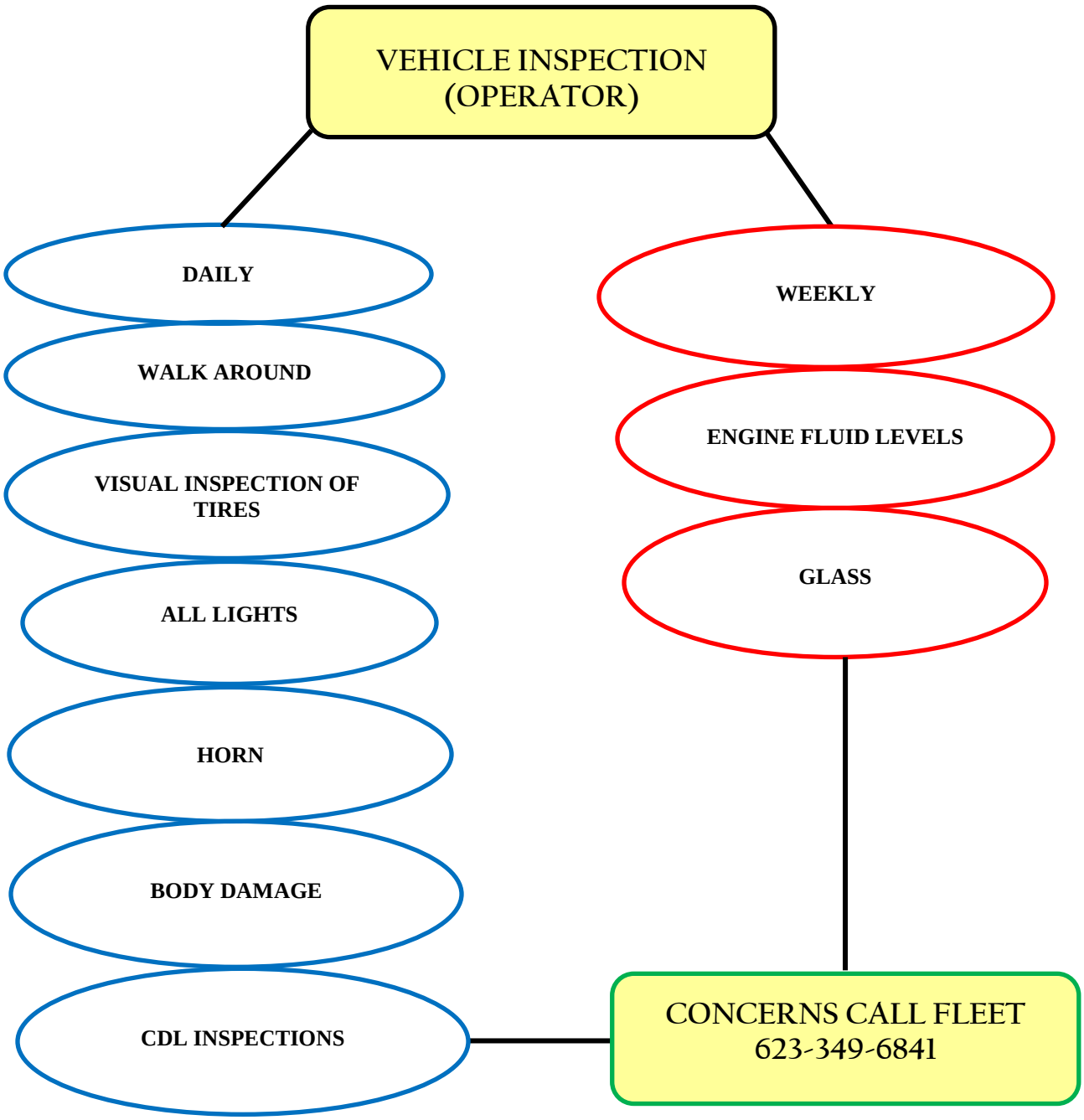
UNDER NO CIRCUMSTANCES SHOULD AN EMPLOYEE OPERATE AN UNSAFE VEHICLE. ALL UNSAFE EQUIPMENT MUST BE REPORTED IMMEDIATELY TO FLEET.

On light duty vehicles/equipment please follow check list in vehicle:

Daily/Weekly Driver's Checklist

D All Lights
D Visual Inspection of Tires
D Horn
D Body Damage
W Engine Fluid Levels
W Glass

Please report all vehicle problems to
Fleet Management @ 623-349-6841.
All vehicles that are required by Department of Transportation (DOT) to have daily or each usage inspections shall keep the daily log in the vehicle, which must be signed by the operator after each inspection.


VEHICLE INSPECTION
(OPERATOR)
DAILY
WALK AROUND
VISUAL INSPECTION OF TIRES
ALL LIGHTS
HORN
BODY DAMAGE
CDL INSPECTIONS
WEEKLY
ENGINE FLUID LEVELS
GLASS
CONCERNS CALL FLEET
623-349-6841

Accidents, Accident Reporting, and Claim Procedures

Goal: Fleet considers safety a primary responsibility. Our goal is to provide all City employees with equipment in good, safe working condition. The equipment operator's supervisor should inspect vehicles for damage from abuse or collisions. All accidents must be reported to the supervisor.

Loss and accident prevention is the responsibility of every City employee. The personal safety of every employee is of primary importance. No other purpose or objective requires more dedication of purpose from each person in the City. To that end, all employees are directed to comply with the following safety regulations and procedures in the course of utilizing City vehicles:

- No equipment in the custody of City departments shall knowingly be provided for service in an unsafe condition;
- Any unsafe practices or conditions regarding equipment usage shall be immediately reported to the appropriate supervisor;
- As a condition of employment, all City employees are expected to follow safe practices, to obey safety rules, and to cooperate with every facet of the loss control program.
- All accidents and claims will be paid out of a special GL Account provided by Risk Mgmt.

Accident and Damage Reporting Procedure

Whenever you are involved in an accident you have the responsibility to ensure the proper procedures are followed. You MUST do the following:

1) Call Police
2) Make no admission of guilt to anyone
3) Complete an "Incident Report" located on the "S" drive, in the Safety folder or in your glove box
4) If you are injured, the Employers Report of Injury Form located on the "S" drive, in the Safety folder
5) Notify Risk Management at 623-349-6263 or 602-540-5199(C)
6) Vehicle must be inspected by Fleet Management within 24 hours whether or not the driver thinks damage has occurred.

ALL REPORTS MUST BE COMPLETED AND DELIVERED TO RISK MANAGEMENT IMMEDIATELY. (If accident is after 5pm or on weekends, reports shall be delivered to Risk Management by 9am the following day) fax copy of incident reports to Fleet Management at 623-349-6849

Assigned to:
Completed by:
Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Initial Review Date:
Compliance Date:

Maintenance & Repair

Service Requests

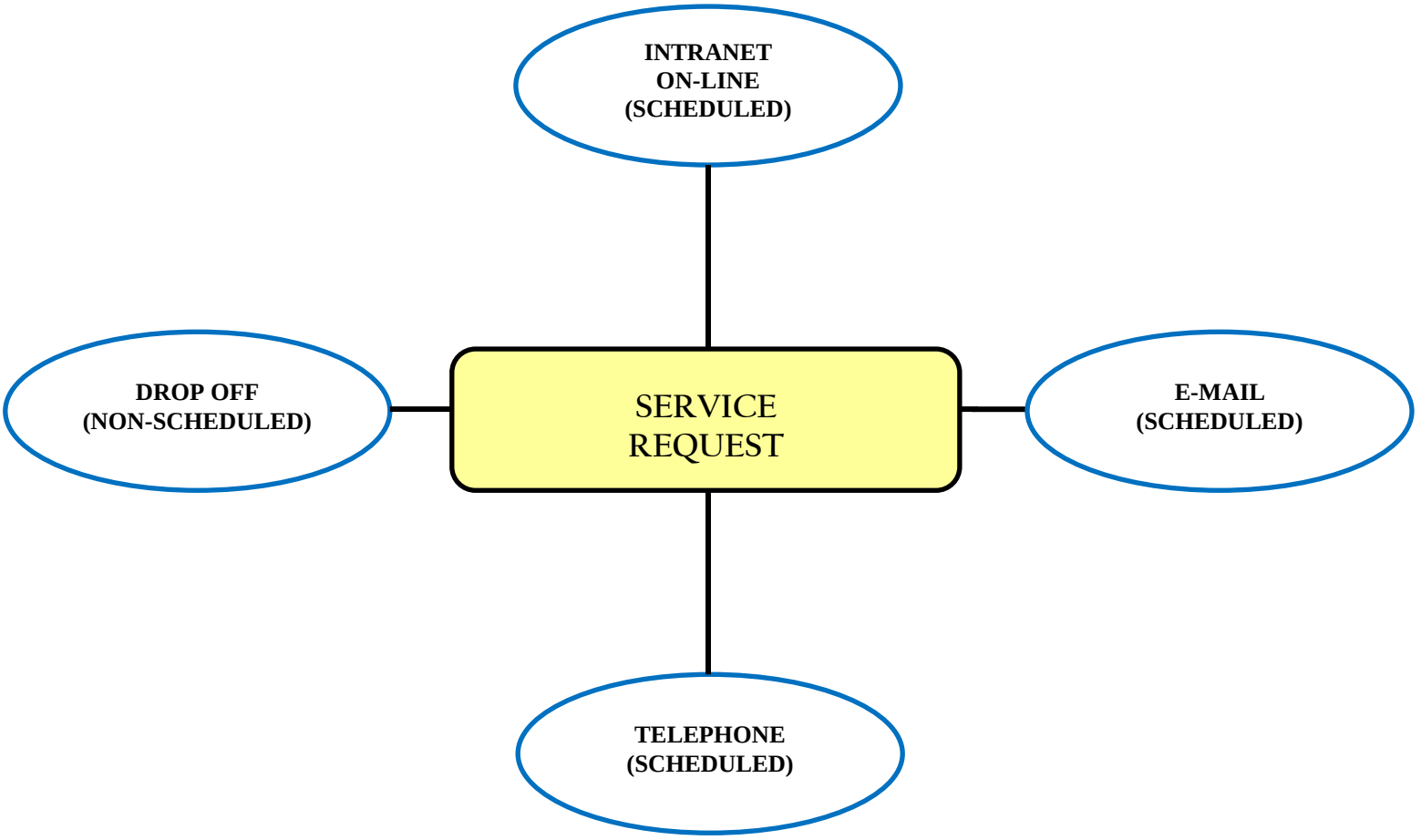
Goal: All maintenance/repairs on the City of Buckeye's Fleet Asset List will be performed by Fleet Management unless other arrangements are made by Fleet.

(Normal working days and hours are Monday thru Thursday from 5am till 6pm)

During Normal Working Hours

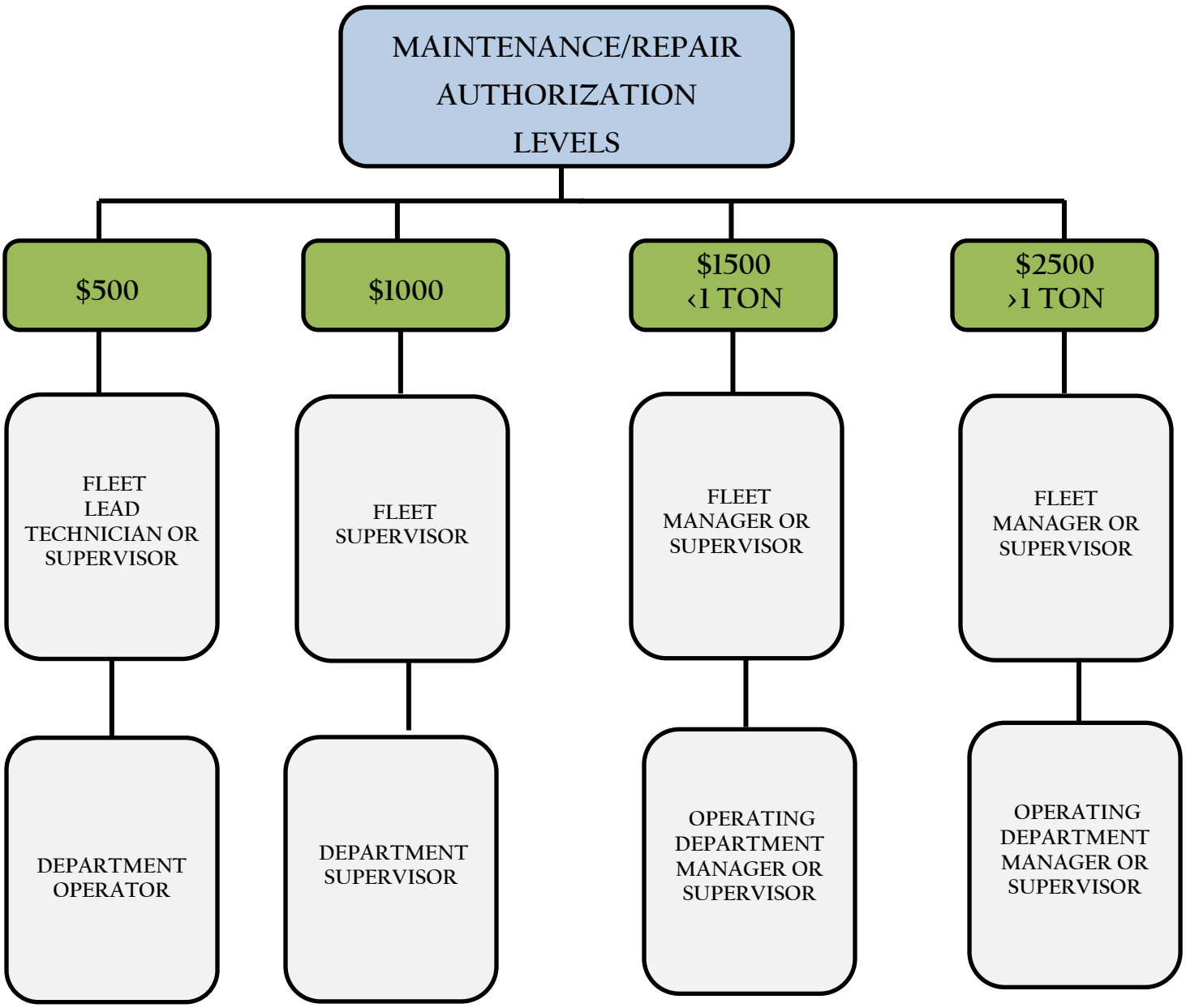
Operators should schedule unit (faster return time), unless it is an emergency, and bring to the Fleet Management facility, unless other arrangements are made. The contact number is 623-349-6841. The form used for reporting mechanical problems to the shop is known as a **Service Request Form**. The form will be at the fleet shop, on the intranet or on the Excel "S" drive in the Public Works File under Fleet folder. The form needs to be filled out completely. The form includes the following information, vehicle number, proper mileage and exact nature of the problem. The operator should be sure to state, on each service request, where, when, and how someone can be reached when the unit is finished or if questions arise.

Authorization from the operator's supervisor may be required before repairs can be made should damage or operator abuse be noticed.



Authorization levels

Work order authorization levels are dollar amounts set in the system that require the approval of either the Fleet Lead Technician, Fleet Supervisor or Fleet Manager, depending on level of authorization. Because of budgeting allocations any repair over $1500.00 < I ton and $2500.00 > 1 ton will need the approval of the fleet supervisor/manager and operating departments supervisor/manager, prior to repairs being performed. These levels are based on normal maintenance and repairs only. Another GL number may be requested because budgeting is for routine maintenance and repairs. Repairs considered on units for replacement or older equipment not worth the repair is part of the policy consideration. All major repairs will include estimate.
There are three work order authorization levels for vehicle maintenance/repair, see chart:



Operator Abuse

When shop staff notes operator abuse, the supervisor of the division/department shall be notified immediately. The Supervisor/ Operator must then complete an Incident Report. No repair work shall be performed on the vehicle unless this process has been completed and a GL Number is provided, except during situations such as fires, floods, and other emergencies.

Capitalization Requests

All capitalization requests will need an e-mail authorization from department and a separate GL Number. Capitalization requests include major repairs to keep vehicle/equipment in service/possibly extend its life and any add on items such as emergency lighting and tool boxes.

Requests for Non-Vehicular Repairs

Requests for non-vehicular repairs and other special projects must bear the requesting department manager/supervisor authorization by e-mail with a GL Code for charge back purposes. Detailed specifications may also be required. All non-vehicular work shall be performed at the current established shop rate, including any markups for purchasing, inventory management, or design services.

Assigned to:
Completed by:
Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Initial Review Date:
Compliance Date:

Fleet After Hours Service Call Procedures

The Fleet Management Services Department has established an on call after hours, weekend and holiday emergency repair and towing procedure.

Flat Tire (For all vehicles except heavy duty including Fire Pumpers and Ladders):

1. Please call 623-349-6841. Press 2 for service calls. You will be routed to Hamilton's Towing.
2. Please provide name, unit number, mileage and location.
3. Hamilton's will change tire.
4. Fleet will contact you the next working day to finalize work order. (Spare may need to be replaced, etc.)

Notes: For heavy duty vehicles, not including Fire Trucks, please call Fleet Supervisor at 623-293-8489.

Dead Battery (For all vehicles except Fire Pumpers and Ladders):

1. Please call 623-349-6841. Press 2 for service calls. You will be routed to Hamilton's Towing.
2. Please provide name, unit number, mileage and location.
3. Hamilton's will jump start vehicle.
4. Fleet will contact you the next working day to finalize work order. (Battery may need to tested/replaced, etc.)

Towing (For all vehicles except Police Department):

1. Please call 623-349-6841. Press 2 for service calls. You will be routed to Hamilton's Towing.
2. Please provide name, unit number, mileage, nature of problem and location.
3. Vehicle will be towed back to the Fleet yard and repairs will begin the next working day.

Towing (Police Department):

1. Please call dispatch and follow normal procedures.
2. Dispatch will follow the Towing procedures set forth in the City's Police Towing contract.
3. Vehicle will be towed back to the Fleet yard and repairs will begin the next working day.

Notes: The City will not be charged for towing of Police Department vehicles.

Lock Out (For all vehicles):

1. Please call your supervisor to provide you with the backup set of keys.
2. If you are not able to obtain your Department's extra set of keys. Please call 623-349-6841. Press 2 for service calls. You will be routed to Hamilton's Towing.
3. Please provide name, unit number, mileage and location.
4. Department will be charged for service call.

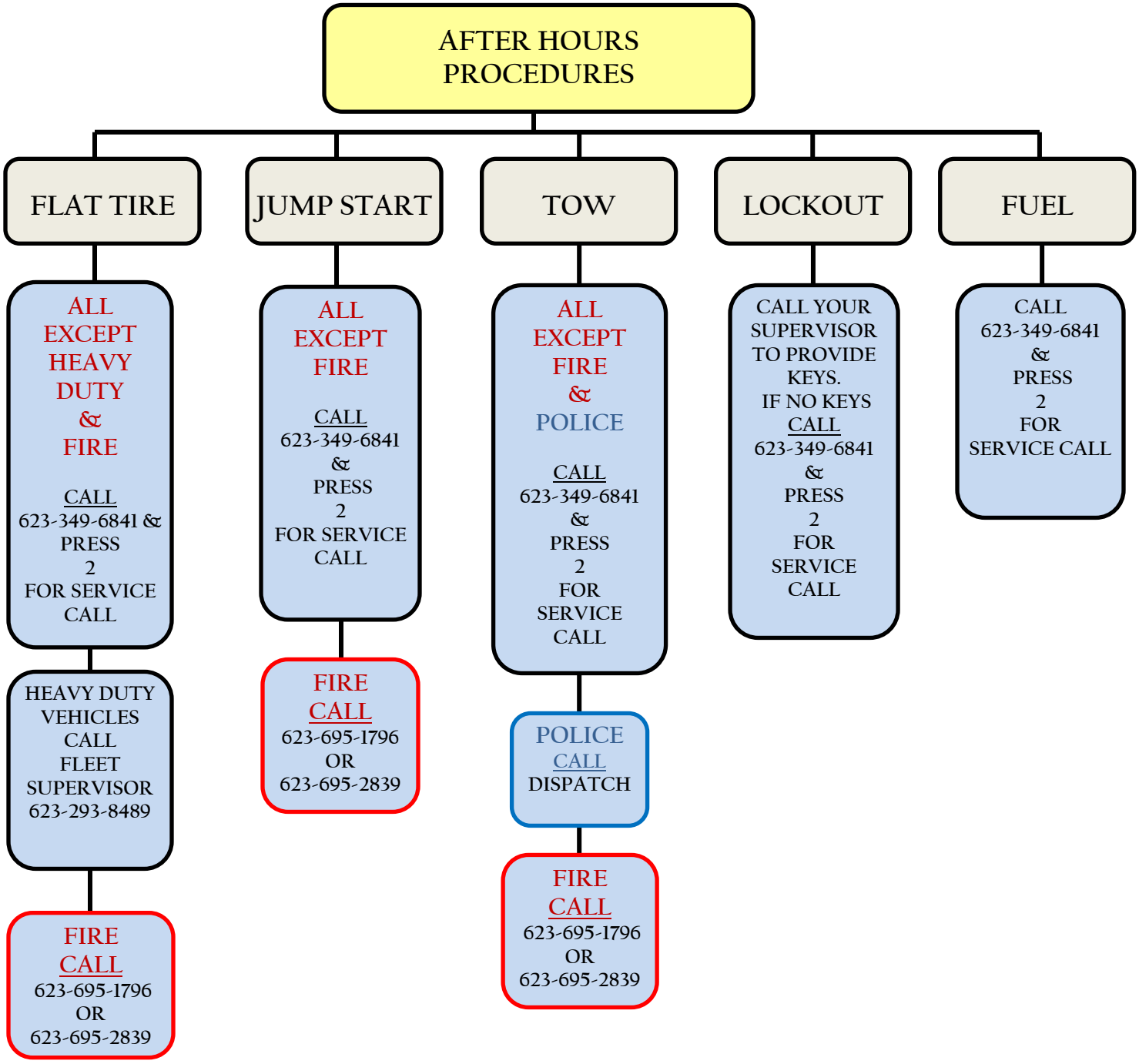
Notes: If your department does not currently have a backup set of keys, please let Fleet Coordinator know and an additional set will be provided at your cost.

Fueling (For all vehicles):

1. Please call 623-349-6841. Press 2 for service calls. You will be routed to Hamilton's Towing.
2. Please provide unit number, mileage and location.
3. Department will be charged for service call.

Fire Trucks:

1. Please call Emergency Vehicle Technician at 623-695-1796 or Fleet Manager at 623-695-2839.
2. A determination will be made, depending on the nature of the service call, and you may be asked to change over to the backup truck.
3. Fleet will contact Tire Vendor for tire repairs.
4. Fleet will begin the repairs the next working day.



Work Order Priorities

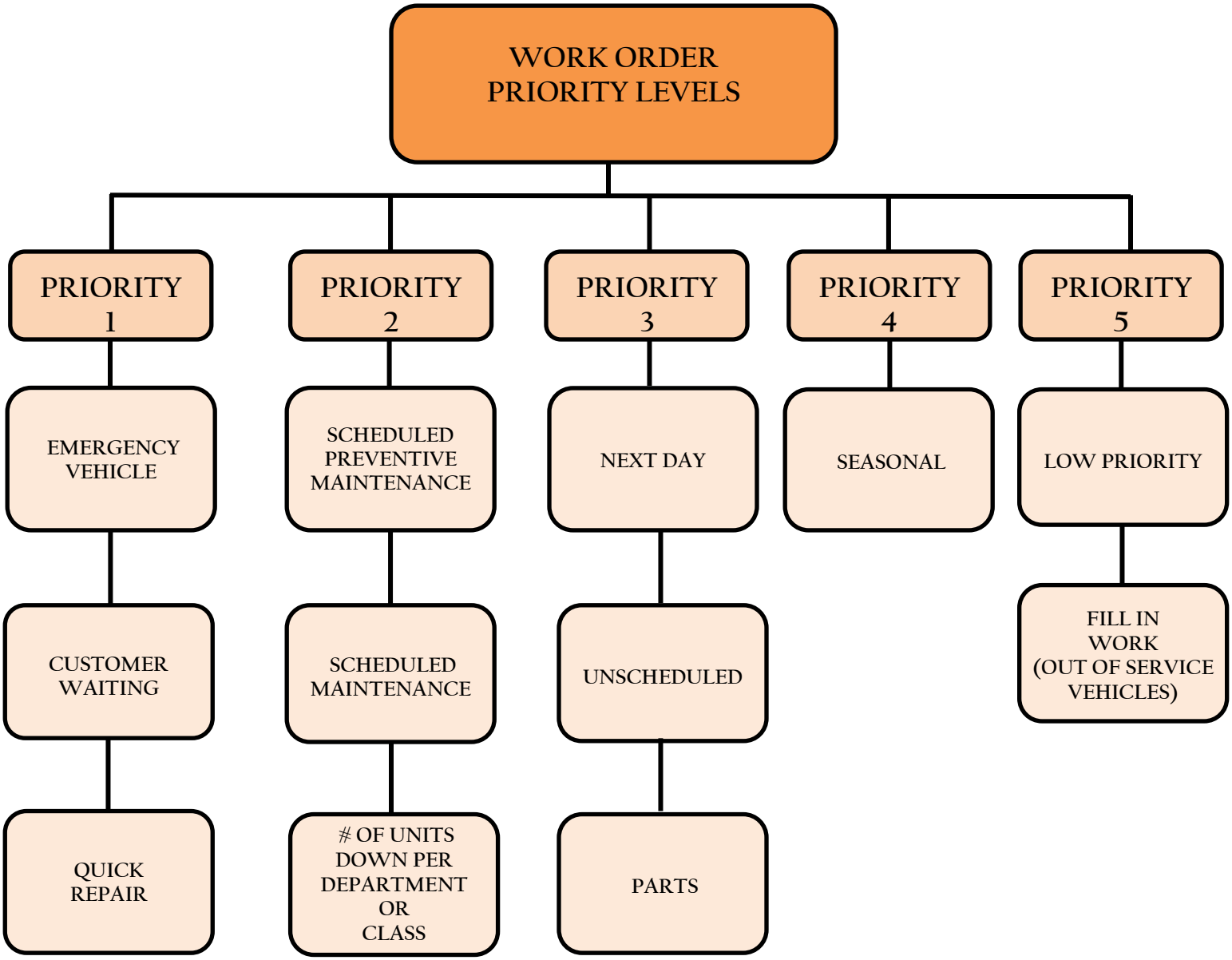
Goal: A procedure is developed to respond to emergency repairs or breakdowns.

Work order priorities are established daily and may differ from repair priorities.
All maintenance operations are planned as far ahead of time as possible with the goal of minimizing costs and delays, however emergencies and breakdowns will occur. Emergency repairs will invariably be necessary and anticipated to return equipment to serviceable condition at critical points of operation.

- Priority 1 = Work must be completed immediately. Inform user department of time required for repairs, and contact department immediately upon completion.
- Priority 2 = Work should be completed as soon as possible during the current work shift. Advise user department, if requested, upon completion.
- Priority 3 = Work is to be completed by next working day(s), parts availability permitting.
- Priority 4 = Work is of a seasonal nature that can be completed time permitting.
- Priority 5 = Work is to be completed, time permitting. Fill-in repair work of over-strength equipment is not needed during the immediate scheduling period. Examples: Repairs of landscape equipment, when more than three of that type exists in one department, during the off-season.
- No other priority numbers are to be used.

The Technicians have been instructed to always start on Priority 1 repairs unless assigned other tasks. Each Technician is to take the work order on top of the tray and not look for another work order in the stack. After the Priority 1 work orders are completed, the Priority 2 work orders should be completed.

Planned maintenance, which can reduce disruption caused by equipment breakdown that often create an emergency, should be an integral component of the repair plan. Commitments for planned work should carry a high priority so disruption of work by breakdown is avoided. An equipment priority repair policy, including emergency repair plan, should be developed in concert with users to identify repair needs of a critical nature to the customer agency.


WORK ORDER
PRIORITY LEVELS
PRIORITY 1
PRIORITY 2
PRIORITY 3
PRIORITY 4
PRIORITY 5
EMERGENCY VEHICLE
SCHEDULED PREVENTIVE MAINTENANCE
NEXT DAY
SEASONAL
LOW PRIORITY
CUSTOMER WAITING
SCHEDULED MAINTENANCE
UNSCHEDULED
FILL IN WORK (OUT OF SERVICE VEHICLES)
QUICK REPAIR
OF UNITS DOWN PER DEPARTMENT OR CLASS
PARTS

Preventive Maintenance and Repair Priorities

Goal: All maintenance and repair activities are prioritized and scheduled for maximum shop efficiency.

All non-emergency maintenance activities are scheduled based on preventive maintenance customer scheduling, the equipment's priority to the user, and to maximize the effectiveness of available shop space and manpower. Repair priorities are established on an as-needed basis. The issues that can have an effect on repair priorities are:
Public Safety Vehicles and Equipment
Weather;
Agency special events;
Emergency operations
Number of units down per department
Priorities can be changed based on operational needs of the users. Changes may be requested by contacting the fleet supervisor

Assigned to:
Completed by:
Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Initial Review Date:
Compliance Date:

Preventive Maintenance Program

PM Policy

Goal: All departments are directed by the City Manager's Office to comply with PM schedules as published by Fleet Management. Failure to comply with PM Program requirements may result in a special hearing with the Fleet Management Committee. A well-managed fleet operation should be in the PM business, not the repair business.

Fleet Management is responsible for developing and maintaining a progressive and comprehensive Preventive Maintenance (PM) program, which consists of structured inspections and maintenance procedures performed on a scheduled basis by properly trained Vehicle Maintenance personnel. This also includes emission compliance and DOT Inspections. **Technicians will follow manufactures guideline procedures to perform maintenance and repairs on all equipment and vehicles.** The primary goals of the PM program are:

- To maximize fleet unit up-time
- To reduce operating costs
- To ensure operational safety and reliability
- To keep fleet environmentally sound
- To obtain the maximum life (replacement zone)
- To increase resale value

The PM Program will be evaluated annually for modifications, enhancements, and overall effectiveness, which will maximize fleet unit availability and operational safety while controlling costs in a predictive and responsible manner. PM activities are considered a "Number Two Priority"— second only to emergency repairs for vehicles during a critical time of need. PM program schedules must receive special considerations from all operating departments. Fleet Management will continually work to develop and expand the PM program, consistent with the goals stated above.

In order to establish PM Maintenance Standards, Fleet Management offers different levels of maintenance. **Fleet technicians will follow recommended interval and type of maintenance that is provided thru the information from the fleet management program**. These maintenance standards will assist in the development and management of an annual budget reflective of the fleet customers' required levels of service. All PM program costs are included in the rates designed to cover ownership, operating, maintenance, and overhead costs.

Next Level of PM: Predictive Maintenance

Predictive Maintenance is the ability to predict when a part or component will fail and to respond by replacing that part or component prior to failure. Some good examples of predictable failures are:

- Radiator hoses
- Fan belts
- Batteries
- Starters
- Alternators
- Brakes (including rotors and drums)
- Tires

Predictive Maintenance programs are the way of the future. Experience shows that with on-board electronics and the ability of a vehicle to communicate with a shop-based computer system, predicting failure rates will allow users to eliminate future repairs by as much as 50%, when compared to today's PM programs.

Preventive Maintenance Evaluation

Goal: A routine evaluation of the preventive maintenance program is performed to ensure timely and effective program administration.

A review is performed to determine the effectiveness of the preventive maintenance program. A spot quality inspection will be performed by supervisor or lead technician to identify whether lubrication and repairs are being performed properly and whether deficiencies are discovered and reported. It is important that the maintenance program is competitive with private sector for like services. Fleet maintenance labor hours will be monitored and evaluated by using shop baselines that are tracked thru the fleet management program. Deficiencies will be reported to technician when it happens and will be monitored and evaluated on technician's yearly evaluation. A customer satisfaction survey will be placed inside of vehicles to ensure that our customers were treated in a courteous and prompt manner, vehicle ready when requested/promised and repairs completed as requested.

PM program will be re-evaluated by past repair history. The past 12 months should be evaluated in detail and sorted first by class of vehicle, then by repair code. Next, sort the repair detail from the most frequent (largest number of repairs) to the least frequent. Develop inspection criteria to insert into the current PM inspection sheets that specifically address the repair problems. By looking at the repair detail in greater depth, a failure rate can often be determined. This failure rate may then be incorporated into the PM scheduling algorithms.

Assigned to:
Completed by:
Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Initial Review Date:
Compliance Date:

Preventive Maintenance Notification

Goal: Preventive maintenance notification is developed for all equipment.

Fleet Management is responsible for notifying departments when maintenance, emission testing and DOT Inspections are due. This report is generated by time, mileage or hours. Mileage and hours are obtained monthly by fuel report. Operators are responsible when fueling equipment and vehicles to input the proper mileage. Notifications will be sent out to departments, thru e-mail at the beginning of each month. There will be a preventive maintenance reminder sticker put into every vehicle reminding operator of when next service is due and what type of service is needed. Frequency of Preventive Maintenance is identified by distance traveled, hours or time based on past usage, the environment in which the vehicle is used and manufacturers' recommended maintenance interval.

Assigned to:
Completed by:
Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Initial Review Date:
Compliance Date:

Repair Program Evaluation

Goal: Technicians will follow manufactures guideline procedures to perform maintenance and repairs on all equipment and vehicles.

A spot quality inspection will be performed by the supervisor or lead technician to identify whether the repairs were made accurately. It is important that the repair program is competitive with private sector for like services. Fleet labor hours will be monitored and evaluated by using shop baselines that are tracked thru the fleet management program. Deficiencies will be reported to technician when it happens and will be monitored and evaluated on technician's yearly evaluation. A customer satisfaction survey will be placed inside of vehicles to ensure that our customers were treated in a courteous and prompt manner, vehicle ready when requested/promised and repairs completed as requested.

Assigned to:
Completed by:
Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Initial Review Date:
Compliance Date:

Warranties

Equipment Manufacturer Warranty

Goal: To track and take full advantage of vehicle warranties.

The Warranty Process

When a possible warranty repair is noted, the person opening the work order is to verify with fleet computer management program. The computer system should have detected the warranty repair; however, the information may not be in the system if the vehicle was recently put into service. If a warranty repair is suspected, the Supervisor is to contact vendor and request a warranty file check. This process shall require the Fleet Coordinator to inspect the file of the vehicle and review the warranty documentation.

Adding a New Vehicle Warranty

New vehicle warranties shall be added when a vehicle is placed into service. The warranty components shall be specifically identified in the computer system and updated as needed. Providing information to the Fleet Coordinator on individual component warranties for new components installed on a vehicle that has been in service is the responsibility of the Supervisor.
When new vehicles are placed into service, all documentation is to be sent to the Fleet Coordinator. The Coordinator shall maintain a filing system for the original warranty documentation. Once a vehicle is earmarked for sale, the warranty documentation is to be placed in the vehicle prior to sale.

The warranty information may be entered on the unit's SYSTEM master record prior to the unit being placed into service; however, the actual date the unit was placed in service must be accurate. The original new unit warranty information needed for the computer system is the responsibility of the Coordinator.

Gathering Warranty Data and Information

Monthly, the Coordinator reviews that month's warranty issues. Any perceived warranty issues that the Supervisor may have (items that the Supervisor feels should be a warranty issue due to reasons of failure or failure frequency) should be reported at that time. The Coordinator shall develop a database that is capable of tracking these types of suspected warranty repairs.

Warranty Reporting

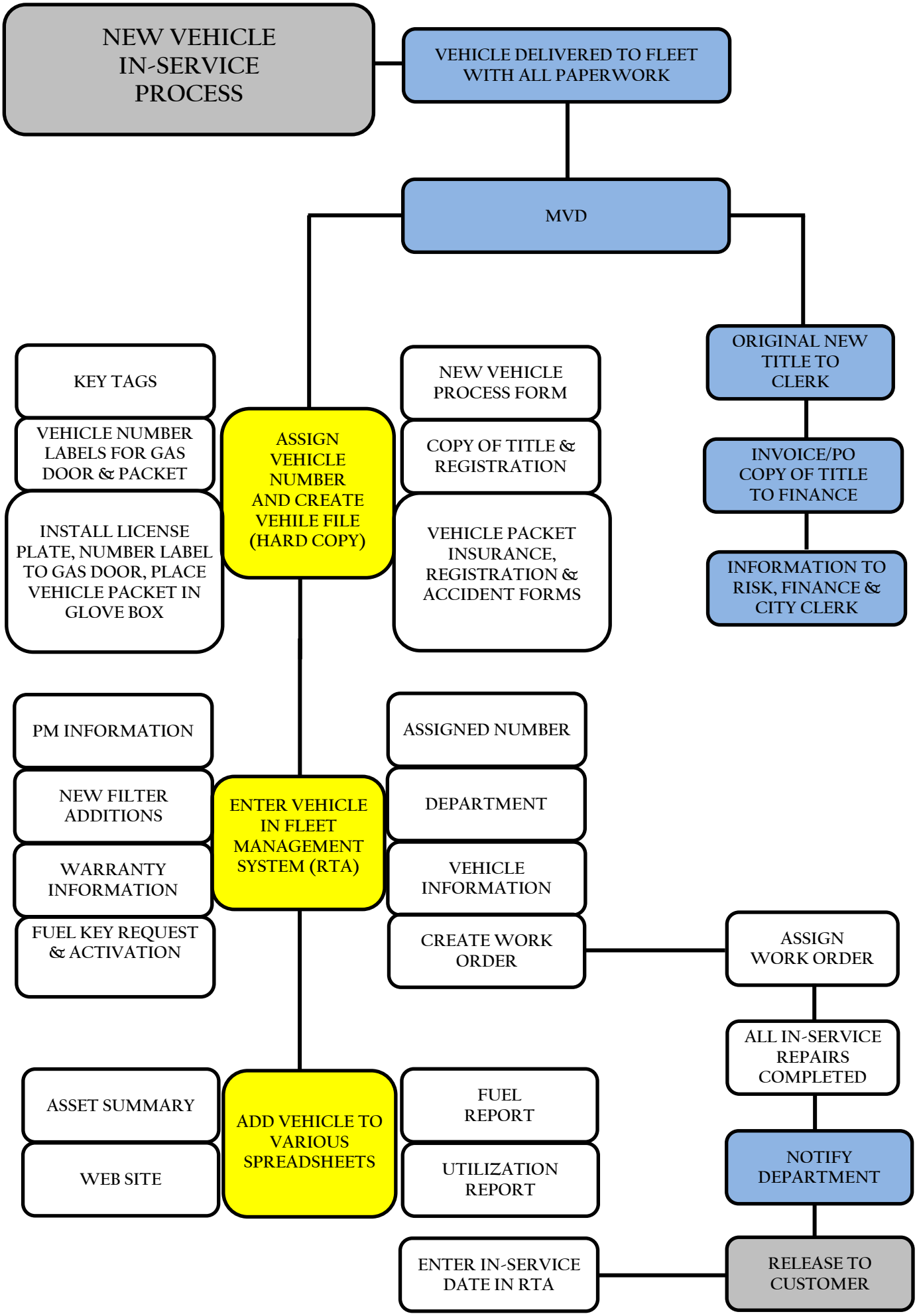
The Fleet Coordinator is responsible for producing the monthly Warranty Management Report that consists of information compiled from the computer system and from the Supervisor. The status of all outstanding warranty claims and warranty issues shall be posted on the monthly report. Each month all locations shall receive a copy of the division warranty report that identifies the warranty issue, vendor, and status of the claim.

New Vehicle In-Service Procedure

The procedure is performed by the Fleet Coordinator. **See process on next page**.

Assigned to:
Completed by:
Amount Complete: Not Applicable
Documentation/Directives:

Initial Review Date:
Compliance Date:


NEW VEHICLE IN-SERVICE PROCESS
VEHICLE DELIVERED TO FLEET WITH ALL PAPERWORK
MVD
ORIGINAL NEW TITLE TO CLERK
INVOICE/PO COPY OF TITLE TO FINANCE
INFORMATION TO RISK, FINANCE & CITY CLERK
ASSIGN VEHICLE NUMBER AND CREATE VEHILE FILE (HARD COPY)
KEY TAGS
VEHICLE NUMBER LABELS FOR GAS DOOR & PACKET
INSTALL LICENSE PLATE, NUMBER LABEL TO GAS DOOR, PLACE VEHICLE PACKET IN GLOVE BOX
NEW VEHICLE PROCESS FORM
COPY OF TITLE & REGISTRATION
VEHICLE PACKET INSURANCE, REGISTRATION & ACCIDENT FORMS
ENTER VEHICLE IN FLEET MANAGEMENT SYSTEM (RTA)
PM INFORMATION
NEW FILTER ADDITIONS
WARRANTY INFORMATION
FUEL KEY REQUEST & ACTIVATION
ASSIGNED NUMBER
DEPARTMENT
VEHICLE INFORMATION
CREATE WORK ORDER
ASSIGN WORK ORDER
ALL IN-SERVICE REPAIRS COMPLETED
NOTIFY DEPARTMENT
RELEASE TO CUSTOMER
ENTER IN-SERVICE DATE IN RTA
ADD VEHICLE TO VARIOUS SPREADSHEETS
ASSET SUMMARY
WEB SITE
FUEL REPORT
UTILIZATION REPORT

Parts

Goal: To have on demand parts in stock and turn over inventory 2.5-3 times per fiscal year

Parts Ordering

When ordering parts either stock or non stock please follow procurement guidelines

Parts Inventory

Fleet Management computer system tracks new and used parts, tires, and batteries used in the maintenance and repair of equipment.

The system identifies parts received, issued to which vehicle number, transferred to and adjusted by whom and when, cost, vendor number, bin location, dates and quantity issued. Parts inventory assists in monitoring stock levels, turnover frequency and costs. The parts inventory is routinely updated. A tracking method for returns of parts credit should be identified.

Chargeable and Non-Chargeable

Chargeable parts are parts that are sold and the cost is itemized on work orders and charged to specific vehicles. Non-chargeable parts, on the other hand, are parts that are not charged out on a work order: they are usually fast moving, small dollar items such as nuts and bolts, small bulbs, electrical connectors, windshield washer fluid etc. Fleet Management will budget annually for general supplies.

Non Stock Parts

When ordering non stock parts all invoices will have the equipment number posted on them by vendor. These parts will be posted on to work order. Reports will be run to see if particular parts need to be put into inventory.

Parts Warranty Tracking

A procedure is established to track parts warranties.

The inventory of parts includes a tracking of warranty on parts to ensure the full useful life of a part is attained. It will be monitored by looking in the vehicle master file vehicle under parts used. If a part is placed on a piece of equipment or vehicle and malfunctions it will be tracked back to the supplier or vendor and the responsibility for replacement is part of the defined contracted work. Type and length of warranties differ per vendor and part.

Parts and Materials Disposal

A procedure identifies the disposal method for parts and materials in an environmentally sound manner.

Fleet Management has procedures in place to dispose of oil, tires, batteries and other parts and materials in an environmentally sound way;

- Used tires will be picked up thru contracted vendor weekly with delivery of new tires
- Used oil and filters will be stored in above ground tank and barrels (filters) with secondary containment until contracted vendor picks up
- Used coolant will be stored in barrels with secondary containment until contracted vendor is notified to pick up
- Core batteries will be stored on rack with secondary containment and contracted vendor will pick up once a week with new delivery
- All scrap metal parts will be stored in roll off container supplied by vendor to be recycled
- All recyclable products such as paper, cardboard and plastics will be stored in waste container marked recyclable for waste company to haul off at scheduled intervals

Assigned to:
Completed by:
Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Initial Review Date:
Compliance Date:

Tires

Goal: To have no tire issues between Preventive Maintenance Intervals

Wear Replacement Guidelines

- Patrol Tires replaced at 4/32
- Fire Apparatus Tires replaced at 4/32
- All tires replaced at 4/32 or less not to exceed 2/32 on rear axle

Side Wall Cracking

- Replace when signs of cracking are noticeable

Repair Procedure

- No repair on patrol pursuit tires
- No repair on high speed tires
- No repair on Fire Apparatus steering axle
- Repairs will be done when applicable with plug patch following manufactures guidelines

Ordering

- When reordering new tires use tire size listed on vehicle placard or consult tire vendor for correct size per application
- Follow OSHA guidelines

Recap Tires

- For use on Heavy Duty Vehicle rear tires only
- Not to include Public safety Vehicles

Installation

- Follow OSHA guidelines

Used Tires

- Put in designated area for vendor to pick up

Assigned to:
Completed by:
Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Initial Review Date:
Compliance Date:

Fuel/Liquids

Goal: To provide tracking and storage of fluids and provide necessary documentation for the billing of fuels

Fuels and Liquids Inventory

A fluids inventory tracks the use of fuels, oils, lubricants and automotive fluids.

Fuel at this time is purchased thru an Inter-Governmental Agreement with Maricopa County. Fleet is responsible for tracking fuel issued thru report that is generated by Maricopa County Equipment Services at the beginning of each month. The report states vehicle number, mileage, quantity, type of fuel, and costs. Billing is forwarded to finance for payment.
Oils and automotive fluids will be put into the inventory system (fleet management software) and posted to vehicle and equipment by type and quantity. Inventory will automatically be adjusted and you will be notified on reorder levels.

Storage Tanks

A policy establishes procedures for the installation, inspection, maintenance, testing and removal of above and underground storage tanks.

At this time we have above storage tank for bulk oil and waste oil. They all have secondary containment.
Above and underground tank installation, inspection; maintenance and removal meet federal, provincial and local regulations. Routine leak detection tests are performed on all tanks to identify leakage.

Assigned to:
Completed by:
Amount Complete: Not Applicable
Documentation/Directives:

Initial Review Date:
Compliance Date:

Agency Compliance:

Equipment

Goal: To provide inventory control on shop tools and equipment

Portable and Stationary Equipment Inventory

An inventory program establishes a cost threshold for inventory purposes. The program should track the equipment, whether owned or leased, and includes information on where and how the equipment is being used.

All shop equipment and specialty tools will be placed on a tool inventory spread sheet. The spread sheet will show location, description, quantity, costs and condition. Specialty tools and equipment will be in a designated area for safe storage and inventory control. All Fleet Management shop tools will be engraved with “City of Buckeye Fleet” on it. It will be the responsibility of technicians to return tools to designated area and notify shop supervisor if any defects or replacements are needed. All technicians will be responsible for providing their own journeyman level tools and tool boxes including air tools. Technicians are responsible for inventorying their tools and supply inventory to Risk Management for insurance coverage. All specialty tools will be provided by Fleet Management under the discretion of fleet supervisor. Specialty tools will be budgeted annually by Fleet Management.

Assigned to: Initial Review Date:
Completed by: Compliance Date:

Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Safety

Goal: To provide for the well-being and safety of all fleet shop personnel

Job Safety

Before beginning work in a shop, be sure you are authorized to perform the work to be done, and inspect your tools and equipment. If a procedure is potentially hazardous to others in the area, warn fellow workers accordingly. Use warning signs or barriers, as necessary.
Notify your supervisor if you notice any unsafe conditions such as the following:

- Defective tools or equipment
- Improperly guarded machines
- Oil, gas, or other leaks

Inform other employees if you see an unsafe work practice; however, be careful not to distract a person who is working with power tools.

SHORT SAFETY LIST

- Eye protection is mandatory for all operations that produce sparks, chips, or flying objects or involve use of corrosive chemicals. Face shields shall be worn for all operations that involve use of a high-pressure steam system. Appropriate gloves and protective clothing shall also be worn.
- Mechanics shall not wear loose clothing around rotating equipment. Clothes saturated with oil, grease, or solvents shall not be worn.
- Compressed air shall not be used to clean clothing.
- Shop floors will be kept free of grease, oil, gasoline, or other slipping hazards.
- Employees shall not use defective electrical or mechanical shop equipment or hand tools. All automotive shop machinery shall be grounded.
- Vehicles shall not be towed unless appropriate tow bars or other approved equipment is used.
- Jacks, hoists, or other lifting devices shall not be used beyond the safe load capacity recommended by the manufacturer. Employees shall not remain in vehicles being lifted by hydraulic lifts or jacks.
- Mechanics shall not work under vehicles that are not properly supported with approved stands. Makeshift stands made of wood, cement blocks, or boxes shall not be used.

- Gasoline, acetone, kerosene, or similar solvents shall not be used to clean hands, floors, walls, or other surfaces. Parts shall be cleaned only in approved containers using appropriate solvents.
- Employees shall not use standard sanitary sewer drains for the disposal of gasoline, oil, or solvents. Contact supervisor for disposal guidelines.
- Tanks or containers that are used for gasoline or other flammable solvents shall not be mechanically opened or repaired by welding without purging and cleaning.
- Hands or arms should not be placed between mounted dual tires during inflation. Always use a long air chuck for inflation.
- Tires should not be changed on the road unless wheel chocks and warning devices are used. Flares should be used to warn others whenever a vehicle tire is changed while on a heavily used road.
- Changing of tires on split-rim wheels will be performed only by individuals with proper training and using only appropriate equipment

Shop Safety Inspection

Material and equipment defects are reported, and reports are investigated.

A routine monthly shop and lift's safety inspection will be conducted by staff members of Fleet Management. The inspection log book will be filled out completely and signed by person doing inspection and fleet supervisor. It will be kept in shop office. Completed form will be forwarded to Risk Management monthly. It is the responsibility of staff members to report any unsafe conditions or acts to shop supervisor. All defective tools and or equipment (with no exception) will be tagged with "danger unsafe to use" until repairs are made or replaced.

Assigned to:
Completed by:
Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Initial Review Date:
Compliance Date:

MOTOR POOL OPERATIONS

Goal: To provide vehicles to departments, when needed, without increasing the size of fleet.

The Fleet Management Division provides a vehicle and equipment motor pool that is available for qualified operators on a first come, first serve basis. The pool consists of various light duty vehicles including passenger vehicles, pickup trucks, vans, etc. These vehicles should be utilized for various official business of the City as a preferred alternative to the utilization of privately owned vehicles. Since the pool can change due to disposal of vehicles, departments should check with Fleet whenever there is a need for transportation services.

Vehicle Reservation

The Fleet Management Division lists the current motor pool inventory on the internet. Fleet Management also provides both an on-site and an on-line reservation system.

In order for a City employee to reserve a pool vehicle, they must have a valid driver's license and a City employee ID badge. Additionally, when reserving a vehicle, the requestor must estimate the amount of use in days and/or hours and the destination of the trip. Each Department/Division in RTA (fleet management system) is coded with the GL to be utilized for motor pool expenses. Activity Based Costing is at .27 cents per mile for fuel cost and $20.00 per day rental.

Prior to operation, the operator must inspect the vehicle or piece of equipment being rented.
Motor pool personnel should identify reserved vehicles by using the vehicle type, year/make model, license plate number and unit number.

Vehicle Return

Generally, the employee who reserved and used the pool vehicle must be the person returning it. The reservation paperwork must be returned with the vehicle; under no circumstances can the paperwork be returned using interoffice mail or by courier. The Operator must sign the rental agreement that simply states all information supplied is correct and that he/she is a City employee and the vehicle was returned in the same condition as when checked out. The ending odometer reading must also be filled in. The actual time and costs charged to the rental of that unit will stop only after receipt of the signed and completed rental form. A final invoice will be issued by the Fleet Clerk and placed in the slot to be processed during the month end fuel billing process.

Any required damages or repairs, incurred during the rental period, will need to be complete before the vehicle will be available again for rental.
All returned vehicles should be clean and ready for immediate re-use. Failure to perform these responsibilities may result in additional charges to the operator. Some employees, because of the nature of their duties and responsibilities or because of physical challenges, may need assistance in performing the fueling and cleaning tasks. The operator should advise Fleet Management staff during the reservation process so special arrangements can be made to provide this assistance.
The following is a guide for whether a vehicle is ready for re-use when returned:

- Fuel
    1. Fuel tank must be filled when tank is 1/2 full or less; no exceptions.
- Cleanliness
    1. Vehicles that are returned with excessively dirty interiors and/or exteriors will be assessed a clean-up fee. The fee will be billed to the customer department at the fully burdened labor rate of the repair shop location. The fleet shop will prep the vehicle and document the charges on a work order.

- Damaged Vehicles
    1. All damage costs will be charged to the customer department that was using the vehicle at the time the damage occurred.

The pool must be self-supporting. It should be able to purchase replacement vehicles and stimulate rental activity due to the availability of a desirable age and type of vehicle in the pool. Older vehicles in rough physical condition (but in top safety condition) shall also be available for less clean or rougher applications. Most users will want to check out a Fleet Management Division pool vehicle that is newer, clean, and in good condition. The cost advantage is that users only pay for the time they use each vehicle as opposed to accruing ongoing charges for permanent departmental assignment of a vehicle. This approach will increase the size and activity of the Fleet Management Division pool, and it minimizes the customer department permanent fleet requirements, thus avoiding related costs.

Assigned to: Initial Review Date:
Completed by: Compliance Date:
Amount Complete: Not Applicable
Documentation/Directives:
Agency Compliance:

Fleet Vehicle Inventory

Goal: To provide the ability to identify vehicles and equipment and for inventory control and record keeping

Vehicle Numbering

An inventory of all fleet vehicles is maintained on an annual basis.

The City of Buckeye fleet units will have an assigned unit number, description, class, serial or vehicle identification number, date purchased, vendor cost, department using unit, date unit was placed in service, expected life, salvage value and mileage/or hour tracking. Inventories will be conducted on an established cycle. The inventory will be sorted by class, numerical sequence, or department using unit. Unit inventories indicate whether the vehicle is owned or leased and required to be insured by Insurance Carrier (S/W Risk) in case of accident or disaster. It will be the responsibility of all departments to inventory all types of equipment and tools under $1000.00. This information will be tracked by fleet management system and a hard copy will be kept on file. The addition and deletion of vehicle and equipment master records is the responsibility of Fleet Management Administration

Assign vehicle/equipment number utilizing the following formula.

1. First number = Vehicle type
   - 1 = Full size sedan
   - 2 = Compact sedan
   - 3 = Full size pickup/van
   - 4 = Trucks 1 Ton and up (dual rear wheels)
   - 5 = Intermediate sedans
   - 6 = Trailer
   - 7 = Mid-size pickup/SUV
   - 8 = Mini Van
   - 9 = Misc. Equipment
   - F= Fire Truck
   - FL=Fire Truck Ladder
   - MC= Motorcycle
2. Second number = Vehicle make
   - 1 = Ford and Sterling
   - 2 = Chevrolet
   - 3 = Dodge
   - 4 = Plymouth
   - 5 = Freightliner
   - 6 = Foreign or Other
   - 7 = American LaFrance
   - 8 = International
   - 9 = Pierce
   - 0 = Other
   - None for Motorcycle
3. Third number = Vehicle year
   - Example 2000 = 0, 2001 = 1, 2002 = 2, etc.
   - **Starting in 2010 the third and fourth number will be the year**
   - **Example 2010 = 10, 2011 = 11 2012 =12**

***When numbering 10th vehicle of the same year drop first number of the year and follow steps 1, 2, 3 & 4**
Example XX410 = 10th 2014 in same class of vehicle

4. Fourth, fifth & sixth numbers follow in sequence for the number of that class of vehicle we have received. Start with - 01
Starting in 2010 the fifth number will be the number of that type of vehicle in sequence. Start with-1

Class Codes

Class	Description	Replacement Zone in Years
0100	MISC EQUIPMENT	10-15
0200	SCOOTER/UTILITY CART	8-12
0300	COMPACT SEDAN	8-12
0301	INTERMEDIATE SEDAN	8-12
0302	FULL SIZE SEDAN	8-12
0303	PATROL SEDAN	4-6.5
0400	COMPACT SPORTS UTILITY VEHICLE	8-12
0401	FULL SIZE SPORTS UTILITY VEHICLE	8-12
0402	FULL SIZE PATROL SPORTS UTILITY VEHICLE	4-6.5
0403	MID SIZE SPORTS UTILITY VEHICLE	8-12
0500	COMPACT PICKUP	8-12
0501	COMPACT PICKUP 4X4	8-12
0502	COMPACT PICKUP CREW CAB	8-12
0503	COMPACT PICKUP CREWCAB 4X4	8-12
0504	1/2 TON PICKUP	8-12
0505	1/2 TON PICKUP 4X4	8-12
0506	1/2 TON PICKUP CREW CAB	8-12
0507	1/2 TON PICKUP CREW CAB 4X4	8-12
0508	3/4 TON PICKUP	8-12
0509	3/4 TON PICKUP 4X4	8-12
0510	3/4 TON PICKUP CREW CAB	8-12
0511	3/4 TON PICKUP CREWCAB 4X4	8-12
0512	3/4 TON PICKUP SVC BODY	8-12
0513	3/4 TON PICKUP SVC BODY 4X4	8-12
0514	3/4 TON PICKUP CREW CAB SVC BODY	8-12
0515	3/4 TON PICKUP CREWCAB SVC BODY 4X4	8-12
0516	3/4 TON PICKUP FLATBED	8-12
0517	ANIMAL CONTROL TRUCK	4-6.5
0518	1 TON PICKUP	8-12
0519	1 TON PICKUP 4X4	8-12
0520	1 TON PICKUP CREW CAB	8-12
0521	1 TON PICKUP CREW CAB 4X4	8-12
0522	1 TON PICKUP SVC BODY	8-12

0523	1 TON PICKUP SVC BODY 4X4	8-12
0524	1 TON PICKUP CREW CAB SVC BODY	8-12
0525	1 TON PICKUP CREW CAB SVC BODY 4X4	8-12
0526	2 TON PICKUP	8-12
0527	2 TON PICKUP 4X4	8-12
0528	2 TON PICKUP CREW CAB	8-12
0529	2 TON PICKUP CREW CAB 4X4	8-12
0530	2 TON PICKUP SVC BODY	8-12
0531	2 TON PICKUP SVC BODY 4X4	8-12
0532	2 TON PICKUP CREW CAB SVC BODY	8-12
0533	2 TON PICKUP CREW CAB SVC BODY 4X4	8-12
0534	2 TON PICKUP DUMP TRUCK	8-12
0535	PATCH TRUCK	8-12
0536	3 TON PICKUP DUMP TRUCK	8-12
0537	WATER TRUCK	8-12
0538	4 TON PICKUP DUMP TRUCK	8-12
0539	1 1/2 TON PICKUP SVC BODY	8-12
0540	2 1/2 TON SEMI	8-12
0541	1 TON 4X2 DUMP TRUCK	8-12
0542	2 TON BOOK MOBILE	10-15
0600	MINIVAN	8-12
0601	CARGO VAN	8-12
0602	PASSENGER VAN	8-12
0603	PRISONER TRANSPORT VAN	8-12
0700	FIRE DEPT BRUSH TRUCK	8-12
0701	FIRE DEPT ENGINE TRUCK	8-12
0702	FIRE DEPT LADDER TRUCK	10-15
0703	FIRE DEPT RESCUE TRUCK	8-12
0900	TRAILER	10-15
0901	BACKHOE	8-12
0902	GATOR	8-12
0903	LAWN MOWER	6-10
0904	LOADER	7-11
0905	GENERATOR	8-12
0906	VALVE MACHINE	8-12
0907	SWEEPER	7-11
0908	BUS	8-12
0909	TRACTOR	7-11
0910	FORKLIFT	10-15
0911	GRADER	8-12
0913	ARROWBOARD	8-12
0914	ROLLER	8-12
0915	CRACK SEALER	8-12
1000	MOTORCYCLES	4-6.5

Equipment Marking

Goal: Standardization to mark, identify, and inventory equipment used by all departments.

To provide for the consistent marking and appearance of City vehicles the following policy shall be standard for all vehicles and equipment owned and operated by the City of Buckeye.

All City vehicles and equipment shall be properly marked with:

- The official City seal (decal) prominently displayed on the front doors of each vehicle or equipment.
- The vehicle or equipment number shall be displayed on the four corners at a location that is determined the best location by Fleet Management.
- The user department name and division name, displayed below the City Logo in two inch block lettering, on the front doors of the vehicle or equipment.
- The words "For Official Use Only" decal prominently displayed on each side of the vehicle, above the city logo on the front doors of each vehicle or equipment.
- The rear of the vehicle shall have the American flag, vehicle number, and the city website: www.buckeyeaz.gov.
- Administrative and elected officials will have the same of above except for small City seal, placed below the front mirror of each vehicle or equipment.

The vehicle shall also be assigned a tax-exempt license plate. Certain other vehicles used by the Police Department, are exempted from all markings because of the nature of their work, require they not be recognized as a City-owned vehicle, are exempted from all markings and will be equipped with an "Owner Pleasure Plate"; (Reference A.R.S. 28-2511)

All requests for exemption from markings must be approved by the City Manager, with the exception of the Public Safety Executive Partnership vehicles and equipment as described below. Only those stickers, stencils, or other markings issued or approved by the Fleet Management are to be on City vehicles. No commercial or private stickers, stencils, or markings of any type providing entertainment, product, or business information may be placed in or on City vehicles.

Public Safety Executive Partnership (PSEP) vehicles: The City recognizes and takes pride in the nationally recognized PSEP concept pioneered by Buckeye and its contributions to the public safety needs of the residents of Buckeye. For this reason, in concert with the unique markings that are standard for police and fire assigned vehicles, the Public Works Department and Water Resources Departments shall have highly visible and reflective displays of their respective departments marked on their assigned vehicles. This allows for easy identification during public safety or other first responder incidents. This type of marking, that is distinctive and varies from the standard markings that all other city vehicles are subject to, allow for other first responders to easily recognize and provide for passage of either the Public Works Department or the Water Resources Department when responding to a declared PSEP issue. In addition to the distinctive departmental identification markings, the standard markings as described above shall also be incorporated.

Employees using an officially marked vehicle should remember they are representing the City and as such should conduct themselves accordingly. Elected officials and department directors, in conjunction with Fleet Management, must also ensure that all decals are maintained and legible, and that vehicles are free from unauthorized markings.

Assigned to: Initial Review Date:
Completed by: Compliance Date:
Agency Compliance: Documentation/Directives:

Personal Take Home Use of City Vehicles

Goal: To regulate the number of vehicles those are officially designated as "take home" and to evaluate those vehicles annually for authenticity. The following was taken directly from the Human Resources Personnel Rules and Policies Manual.

Section 371 Town Vehicles

A. Purpose

The purpose of this policy is to set forth the guidelines under which Town vehicles will be authorized to Town personnel and the guidelines under which Town vehicles may be used.

B. Policy

1. The provisions of this policy apply to all employees of the Town of Buckeye.

2. The assignment of departmental vehicles during work time is based upon job description and departmental need for vehicles. Department Directors who have vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function.

3. Town vehicles are not personal vehicles and are not for personal use. Town vehicles should be viewed as belonging to the citizens of the Town and are assigned solely for the purposes consistent with providing services to those citizens.

4. It is the policy of the Town that certain positions require employee access to vehicles on a 24-hour on-call basis. Vehicle use is limited to travel to and from the residence and place of work. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle shall not be utilized for travel outside a direct commuting route for personal reasons. Vehicle use for non-town business is strictly prohibited.

5. "De minimis" use by an employee during the normal commute to and from work and/or to an assigned jobsite shall not be considered personal use. "De minimus" use may include "stops" in a Town vehicle at a grocery store, bank, and similar stops when performed during the normal commute to and from work and/or to an assigned jobsite.

C. Rules Governing Use

1. Vehicles shall be marked in accordance with the Town vehicle marking policy.

2. Vehicles shall not be used to transport passengers who are not directly or indirectly related to Town business. Passengers shall be limited to Town employees and individuals who are directly associated with Town work activity (committee members, consultants, contractors, etc.). Family members shall not be transported in Town vehicles, unless determined to be official town business, such as mandatory social events, conferences, and other events where the Town Manager requires attendance of a department director or department division manager, and invites spouses.

3. Vehicles should contain only those items for which the vehicle is designed. The Town shall not be liable for the loss or damage of any personal property transported in the vehicle.

4. Seatbelts shall be worn by all employees and passenger(s) in vehicles so equipped during operation of the vehicle in accordance with state law. Passengers shall not travel in cargo areas of vehicles such as truck beds, or other areas where passenger seats are not available.

5. Employees shall not operate vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation. Additionally, employees shall not consume alcoholic beverages within two hours prior to operating Town vehicles.

6. The use of tobacco products in any Town vehicle is prohibited.

7. Employees who operate vehicles must have a valid motor vehicle license with a classification appropriate for the type of vehicle they are operating, issued by the State of Arizona and may be required to provide proof of valid motor vehicle license once every six (6) months. New employees with out of state vehicle license shall not be permitted to operate Town vehicles and equipment until a valid Arizona vehicle license is obtained.

8. Employees driving vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.

    a. Employees who incur parking or other fines in vehicles shall be personally responsible for payment of such fines unless the payment of such fines by the town is approved by the Town Manager.

    b. Employees who are issued citations for any offense while using a vehicle must notify their supervisor immediately after the incident. Failure to provide such notice may be grounds for disciplinary action. Employees involved in an accident shall submit to a test for drugs or alcohol (including breath, urine and/or blood screenings). Such tests will be conducted in accordance with Town rules and regulations.

    c. Employees who have their license suspended or revoked shall immediately inform their supervisor and shall not be allowed to operate town vehicles until their driving privileges are restored.

9. No employee may use a vehicle for out of state use without advance approval of the Town Manager and only for valid Town of Buckeye travel requirements.

D. Vehicles for 24-Hour Use

1. The assignment and justification of vehicles for 24-hour use shall be made in writing by the Department Director to the Town Manager, and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. One or more of the following criteria shall be used in the determination of eligibility for 24-hour vehicle use:

    a. Officially designated on-call status;

    b. Requirement for frequent after hours or emergency availability;

    c. The vehicle is used to perform on-duty work at a time that occurs outside of normal business hours;

    d. For employees whose duties require daily and extensive field work and whose residence location will significantly reduce travel time and distance in the completion of assigned duties;

Assigned to:
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Emergency Management

Goal: To provide support in the event of a natural or man-made disaster. We will follow the City of Buckeye's Emergency Management Plan with amendments from the Public Works Department Fleet Management Division in regards to fleet.

Fuel Management and Reserve Inventories

Fuel inventories and access to back-up fuel would allow for 30 days of operation without needing additional resources.

The following steps are recommended as a cost-effective method of securing emergency fuel inventories.

1. Contact all neighboring government agencies including school districts, utilities, cities, counties, state, and federal locations that could be storing fuel. Ask for their cooperation in developing a "regional" emergency fuel inventory plan. Be sure to identify how many vehicles would be included during an emergency situation from each agency. Remember, the goal is to be operational for a period of 30 + days without any additional fuel being delivered.
2. Using a map, identify private sector fueling stations that are located away from the government sector fuel storage areas. This approach will ensure that regardless of the emergency, several optional fuel storage and dispensing locations will have been identified. It is important that a non-government location be identified and made ready for use.
3. Issue emergency purchase orders to the private sector fuel suppliers. This will ensure that the fuel used will be paid for after the emergency is over.
4. As with fuel, plan to add oils and other operational needs. This would include, but not be limited to, the following:
    - Engine oil
    - Transmission fluid
    - Hydraulic fluid
    - Power steering fluid
    - Windshield wiper blades
    - Windshield cleaning fluid

At each location, a method for tracking the consumption of these items must be in place. Whether it is a simple paper list or an automated system, some form of inventory control should be planned.

The final issue regarding emergency fuel supplies is electrical power. During some emergency situations, electrical power may be cut off for days. We offer two recommendations to assist with this issue:

1. Modify electrical panels to allow for stand by generators.
2. Equip a fuel transport truck with a pumping system that can draw fuel from underground tanks and pump fuel into vehicles.

Another option, depending on the amount of fuel needed for an emergency in your area, is using fuel from local farming locations. Most farms use overhead fuel storage tanks that operate by gravity.

Back-up Vehicles and Equipment

Purchase orders are in place with local equipment companies for emergency purposes.

This is more of a paper preparation step. However, this process does ensure two very important items:

1. This process communicates to the local vehicle and equipment vendors that they could be called upon to supply emergency vehicles and equipment at a moment's notice. Do not rely on only one vendor.
2. It allows local government authorities to educate themselves on the types and numbers of vehicles and equipment that are available should an emergency occur.

Should an emergency occur, advise the vendor's management (vehicle and equipment suppliers) who are specifically authorized to rent, lease, or obtain emergency vehicles. Always obtain a document from the vendor stating the cost and condition of the agreement.

Fleet Vehicle and Equipment Inventory Listing

A complete list of all vehicles, equipment, and rental companies is forwarded to the emergency management office every six months.

This is one of several ongoing methods of communication that should be automatic.

During some emergency situations, a list of vehicles and equipment that are available for use, identified by parking location, is very helpful. This type of information may make the difference between pieces of equipment being on-site in minutes rather than hours. Once the nature of the emergency is known, the person in charge, knowing the location of specific types of equipment, may elect to obtain equipment from a vendor that is much closer to the situation.

It may be helpful to use web sites to locate vehicles and equipment. Ensure that the emergency management office knows about them.

Training

All shop employees have received training for our department's role in case of an emergency.

Working in cooperation with the Office of Emergency Management, identify your staff's role during an emergency situation. Ensure that all staff have been fully trained and clearly understand their roles. As most shop technicians know how to operate all vehicles and equipment in their respective fleets, the role of operator could be of significant importance.

Should shop technicians become operators, do not forget your department's most important and valuable contribution, which is to keep key vehicles and equipment operational. This skill is as important as the knowledge of how to operate a vehicle or piece of equipment.

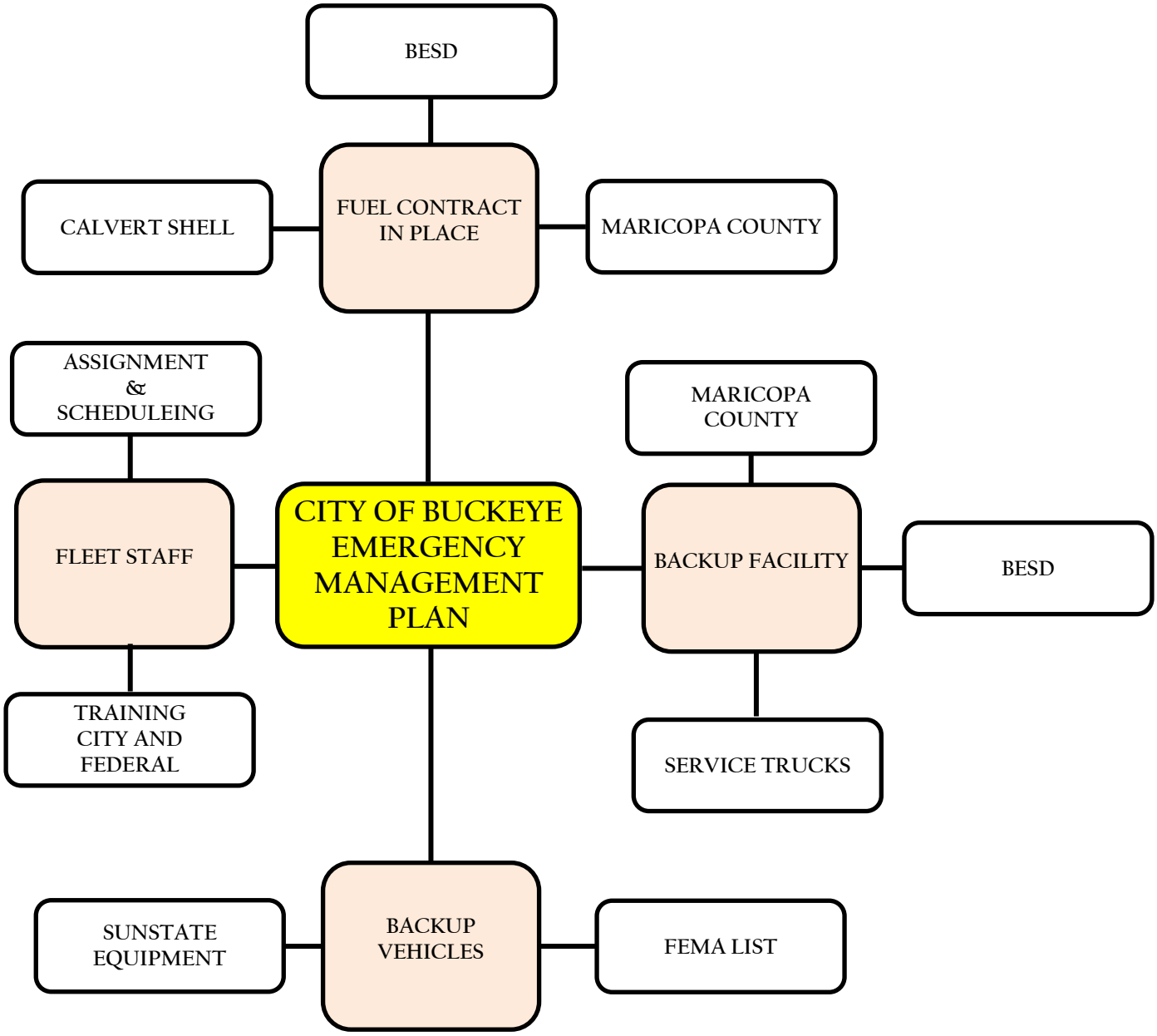
Maintenance Facility Replacement Options

Back-up operational plans are in place in case our repair facility(s) can no longer be used.

In some cases, the agency that has the job of responding to an emergency situation may also be the agency that needs the assistance. As a fleet manager, you have a basic idea of what it would take to move your shop operation to another location. You also know this move is something that could not be completed within a few minutes' notice.

In planning for one or more of the vehicle maintenance facilities to be incapacitated, the following steps are recommended:

1. Find out if the agencies that you contacted above for fuel reserves may be able to provide additional resources such as a maintenance facility that could be used by multiple agencies during an emergency situation.
2. Identify the private sector facilities as reserve facilities and communicate your plan to them.
3. Most fleet operations have service trucks. Between all local fleet agencies, ensure that the combination of service trucks are equipped with the following:
    a. Electric generator
    b. Air compressor
    c. Welding equipment (electric and gas)
    d. Good supply of hand tools
    e. A dependable method of communication



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MARICOPA COUNTY EQUIPMENT SERVICES 26449 W MC85 BUCKEYE AZ 85326

SUNSTATE EQUIPMENT 1015 N 195 AVE BUCKEYE AZ 85326